

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving**  
**PWGSC**  
**33 City Centre Drive**  
**Suite 480**  
**Mississauga**  
**Ontario**  
**L5B 2N5**  
**Bid Fax: (905) 615-2095**

**SOLICITATION AMENDMENT**  
**MODIFICATION DE L'INVITATION**

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

**Comments - Commentaires**

**Vendor/Firm Name and Address**  
**Raison sociale et adresse du**  
**fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**  
Public Works and Government Services Canada  
Ontario Region  
33 City Centre Drive  
Suite 480  
Mississauga  
Ontario  
L5B 2N5

<b>Title - Sujet</b> CIBS	
<b>Solicitation No. - N° de l'invitation</b> W8486-135212/A	<b>Amendment No. - N° modif.</b> 001
<b>Client Reference No. - N° de référence du client</b> W8486-135212	<b>Date</b> 2012-11-05
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$TOR-212-6033	
<b>File No. - N° de dossier</b> TOR-2-35116 (212)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2012-11-14</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Shaw, Marian	<b>Buyer Id - Id de l'acheteur</b> tor212
<b>Telephone No. - N° de téléphone</b> (905) 615-2065 ( )	<b>FAX No. - N° de FAX</b> (905) 615-2060
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Delivery Required - Livraison exigée</b>	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

Amendment Number 001 is being issued to make changes to the Statement of Work (SOW) and to provide answers to bidders questions received to date.

## **AT ANNEX A, STATEMENT OF WORK**

### **At Section 3.1.2.1.3 Workplace Hazardous Materials Information System (WHMIS).**

Delete in its entirety.

### **At Section 3.1.2.1.6 Environmental Protection.**

Delete in its entirety.

### **At Section 4.1, Exercise CIBs Planning**

Delete: In its entirety.

Replace with:

- 4.1 Exercise CIBs Planning.** The Contractor Exercise Controller will attend Client Exercise Planning Conferences and/or Working Groups to provide advice on the integration of Civilian Role players into the design of HR CTE.

### **At Section 4.6 Post Exercise AAR**

Delete: In its entirety.

Replace with:

- 4.6 Post Exercise AAR.** The Contractor will deliver a post exercise report identifying both exercise successes and areas of improvement on subsequent exercises. The report is to be delivered in English no later than 30 days after the end of the exercise.

## **AT APPENDIX 1 TO ANNEX A**

### **At Section 2 Change of COE**

Delete: In its entirety.

Replace with:

- 2. Change of COE.** Changing Canadian Forces operational taskings may require that the linguistic and/or cultural background of the civilian role players deviate from those currently identified within the CCTS. The Contractor will be expected to provide role players that will support any unforeseen training support requirement. The Canadian Forces will make every effort to provide the contractor with the maximum amount of notice (not more than 180 days) to effectively respond to any deviation from the CCTS linguistic and/or cultural norms.

### **At Section 3 Quantity of CIBs/Exercise**

Delete: In its entirety.

Replace with:

**3. Quantity of CIBs/Exercise.** The total quantity and category of CIBs required will vary with each exercise. The Contractor may be asked to provide between 10 and 120 CIBs in support of a single exercise. Exercises will be for the duration of eight (8) to twenty-five (25) total contracted days, excluding pre-exercise, and post-exercise days. The training tempo of any exercise may require a larger number of CIBs for short time durations. The Contractor could be asked to increase the number of CIBs in support of an exercise by up to 50 % for a period not less than one (1) full day. The Canadian Forces will advise the contractor by no later than E - 60 days if a surge in the number of CIBs is required. All Contractor employees, whether contracted for the entire exercise or a surge period are required to participate in the pre-exercise client supplied training.

### **QUESTIONS AND ANSWERS RECEIVED TO DATE**

- Q1. Annex A SOW, Page 3, section. Can we have a copy of DND WHMIS.
- A1. Section 3.1.2.1.3 of the SOW has been removed. Please also refer to Answer 20.
- Q2. Annex A SOW, Page 4, section 3.1.2.1.6. Require a copy of DND/ CF/ Army Environmental Orders.
- A2. Section 3.1.2.1.6 of the SOW has been removed.
- Q3. Annex A SOW, Page 4, section 3.1.3.1.1. Section suggests training may occur on locations other than CFB Wainwright "normally a Canadian Forces Training Establishment". Confirm whether contract allows for multiple training locations and where those locations are likely to be.
- A3. Bidders are requested to submit pricing for training delivered at CFB Wainwright. Should services be required at other CFB locations, DND will make a decision, at that time, on how to proceed.
- Q4. Annex A SOW, Page 4, section 3.1.3.1.2. There is a contradiction between section 3.1.3.1.2 "the contractor will be responsible for feeding their employees" and section 3.1.3.1.2.1 Meals in the RTA. Please confirm whilst deployed on exercise DND will feed CIBs as outlined in sections 3.1.3.1.2.1 & 3.1.3.1.2.2.
- A4. Whilst On Duty in the RTA during an exercise, DND will feed CIBS as outlined in sections 3.1.3.1.2.1 and 3.1.3.1.2.2.
- Q5. Annex A SOW, page 5, section 3.1.3.1.2.3. Please confirm rates for feeding in the Base Kitchen for Breakfast, Lunch and Dinner.
- A5. DND rates for meals served in the Wainwright Base Kitchen are currently as follows:
- Breakfast - \$5.75  
Lunch - \$11.50  
Dinner - \$11.50
- Rates are subject to change.
- Q6. Annex A SOW, page 5, section 3.1.3.2.1. Please confirm whether the Contractor Primary POC/ Senior employee is required to be on DUTY or CALL for the 24 hour period mentioned in the section. On DUTY defined as awake and at duty/ work station, On CALL defined as available on a radio/ telephone and thus can be resting/ asleep during 24 hour period.

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- A6. The Contractor Exercise Controller will be expected to be ON DUTY defined as awake and available at duty or at a work station from 0700 to 1700 and ON CALL defined as available by a radio or telephone from 1700 to 0700.
- Q7. Annex A SOW, page 6, section 3.3.1. This section outlines Exercise Planning Timelines - given that we are already within the timelines for a contract award/ start date 15 JAN 2013, how does the TA suggest this is going to be reconciled? Should now be at EDWG (pt 1). Supplementary question when is the commencement of the first supported event/ exercise of the new contract? Can we have a copy of the 2013 Exercise Schedule to accurately assess likely workflow?
- A7. There will usually be one or two major exercises per year. Typically, they will alternate in a once/twice biannual pattern. 2013 will be a two exercise year with Maple Resolve (MR) 1301 in May/June and MR1302 likely in Sept/Oct. This is subject to change.
- CMTC will brief the Contractor on MR1301 at contract award. The planning timelines for MR1301 are tentatively scheduled as follows:
- Initial Planning Conference (04 to 07 Sep 12) Complete
  - Main Planning Conference (04 to 07 Dec 12) To be completed prior to award
  - Exercise Design Working Group (11 to 15 Feb 13) Contractor to Attend
  - Final Planning Conference (03 to 05 Apr 13) Contractor to Attend
  - CIBS Arrival at CMTC (07 May 13)
  - CIBS Departure from CMTC (10 Jun 13)
- Q8. Appx 1 to Annex A, page 1, section 1. Please confirm ethnicity of CIBs, languages stated as FRENCH and SPANISH, thus presume ethnicity not an issue language more important?
- A8. The ethnicities and languages required are determined by the Main Planning Conference and are confirmed at the Exercise Design Working Group. The languages are static (French and Spanish). The ethnicities, if required, will be dictated by the scenarios and the background personality sheets given to the CIBS.
- Q9. Appx 1 to Annex A, page 1, section 4. Confirm, Nationality, Ethnicity and Gender of CIBs and numbers in each category.
- A9. The nationality, ethnicity, gender and number of CIBs will be detailed in a Task SOW no less than 60 days prior to the first day that the Contractor is required to report for work.
- Q10. Annex F, page 1, Section 1. Para B refers to military beginning defined as a project requested by or managed on behalf of the Canadian Forces....I am presuming that as this is not stated in paras A or C...experience in these areas outside of Canada would be acceptable to meet mandatory criteria for a responsive bid?
- A10. International experience in the areas of recruitment and casualty simulation will be deemed acceptable.
- Q11. What will be the latest date to accept questions regarding this solicitation?

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- A11. Please refer to the Request for Proposal, Part 2 Bidder Instructions, Article 3, Enquiries - Bid Solicitation, which states that all enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date.
- Q.12 Are similar services currently being provided or have they previously been provided? If they were provided by a company, what was the name of the provider, the duration of the contract and the amount of the contract?
- A.12 Similar services are currently being provided by Allied Container Systems Incorporated, Edmonton, Alberta. The existing contract was awarded for the period from May 2009 to December 2012 to a limitation of expenditure of \$20M. As this was an 'as and when requested' contract, services are paid for only as required based on the Task Authorizations issued. Please note that the scope of the requirement and the replicated contemporary operating environment have changed. As a result, the estimated cost of the existing contract should not be used as a guideline in bid preparation.
- Q13. Will all Collective Training Events authorized under this solicitation occur in the vicinity of ASU Wainwright and its associated training areas?
- A13. Bidders are requested to submit pricing for training delivered at CFB Wainwright. Should services be required at other CFB locations, DND will make a decision, at that time, on how to proceed.
- Q14. If any Collective Training Events are likely to occur elsewhere then can PWGSC state which other training areas / locations will be used, and preferably provide an indication of how frequently other training locations will be used.
- A14. This will be a rare occasion, with no exercises in the next 3 years confirmed to take place outside Wainwright.
- Q15. Is it possible for two or more potential contractors to submit a joint bid for this solicitation?
- A15. Please refer to section 17 Joint Venture of the 2003 (2012-07-11) Standard Instructions Goods or Services - Competitive Requirements.
- Q16. Does this solicitation allow the use of sub-contractors? If so, will the past performance of a sub-contractor count towards fulfilment of the mandatory past performance criteria at Annex F, paragraph 2 a -c.
- A16. This solicitation does allow for the use of sub-contractors. Only the past performance of the bidder(s) will count towards fulfillment of the mandatory criteria at Annex F.
- Q17. Please confirm the approximate cost of meals per person at a Base Kitchen.
- A17. Please refer to Answer 5 above.
- Q18. Regarding Annex A, paragraph 3.3.3.1. - Is it important, desirable or not important that CIBs taking part in Key Leader scenarios have actual real-life experience conducting these kind of engagements in an operational / overseas mission context?
- A18. No. Good acting skills to convince the PTA that they are interacting with whom the actors are portraying in the scenarios are important and desirable.

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- Q19. Regarding Annex A, paragraph 3.1.2.1.4. – Will the Contractor be expected to provide any specific safety equipment for CIBs which could conceivably be necessary above and beyond that equipment and clothing required to address climatic conditions, for example: hard-toe boots, protective eyewear, respirators, body armour etc.?
- A19. No. The reference to PPE for CIBs in 3.1.2.1.4 is solely in regards to weather. The climate at Wainwright can be extremely cold, wet, dry, windy, or hot. DND does not provide any clothing or accessories of any kind for personal protection from the elements. This is the sole responsibility of the Contractor to ensure their CIBs and staff members are properly attired for the conditions.
- Q20. Regarding Annex A, paragraph 3.1.3.2.3. - Is First Aid and WHMIS training considered part of Pre-Exercise Training or Contractor Lead Administrative activities?
- A20. First Aid training is not provided. First Aid Training is to be administered by the Contractor prior to the first day of reporting at the exercise location.
- DND will provide a WHMIS briefing to all participants as part of Pre-Exercise Training.
- Q21. It is stated at Annex A, paragraph 3.3.1. that a typical Exercise Planning Timeline begins 180 days prior to the first day of the exercise, however we assume that there are Collective Training Events requiring CIB participants already scheduled for the first six months of 2013. Would PWGSC be prepared to comment on this discrepancy and can PWGSC provide an indication of when the first Task Authorization is likely to awarded under this solicitation and / or when the first Collective Training Event is scheduled to take place?
- A21. The first Collective Training Event on the new Contract is tentatively scheduled to take place in May/June 2013. The first Initial Task Authorization will be issued at contract award.
- Please also refer to Answer 7 above.
- Q22. Access to a current training schedule covering any proposed Collective Training Events requiring CIB participation for the performance period of the contract, even in draft, would significantly improve our ability to design an effective and cost efficient solution to this solicitation. Is it possible to have access to this schedule? If it is not possible, can PWGSC confirm that such a schedule will be promulgated to the winning bidder.
- A22. There will usually be one or two major exercises per year. Typically, they will alternate in a once/twice biannual pattern. 2013 will be a two exercise year with MR1301 in May/June and MR1302 likely in Sept/Oct. This is subject to change.

**All other terms and conditions remain unchanged.**