



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

Bid Receiving - PWGSC / Réception des soumissions - TPSGC

11 Laurier St. / 11, rue Laurier  
Place du Portage, Phase III  
Core 0A1 / Noyau 0A1  
Gatineau, Québec K1A 0S5  
Bid Fax: (819) 997-9776

**Revision to a Request for Supply  
Arrangement - Révision à une demande  
pour un arrangement en matière  
d'approvisionnement**

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**

Training and Specialized Services Division/Division  
de la formation et des services spécialisés  
11 Laurier St. / 11, rue Laurier  
10C1, Place du Portage  
Gatineau, Québec K1A 0S5

<b>Title - Sujet</b> LEARNING SERVICES	
<b>Solicitation No. - N° de l'invitation</b> E60ZH-070003/D	<b>Date</b> 2012-11-14
<b>Client Reference No. - N° de référence du client</b> E60ZH-070003	<b>Amendment No. - N° modif.</b> 002
<b>File No. - N° de dossier</b> 103zh.E60ZH-070003	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$ZH-103-24981	
<b>Date of Original Request for Supply Arrangement</b> 2012-10-11 <b>Date de demande pour un arrangement en matière d'app. originale</b>	
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2013-06-28</b>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Henry, Matthew	<b>Buyer Id - Id de l'acheteur</b> 103zh
<b>Telephone No. - N° de téléphone</b> (819) 956-6440 ( )	<b>FAX No. - N° de FAX</b> (819) 956-2675
<b>Delivery Required - Livraison exigée</b>	
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	
<b>Security - Sécurité</b> This revision does not change the security requirements of the solicitation. Cette révision ne change pas les besoins en matière de sécurité de l'invitation.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Acknowledgement copy required</b>	<b>Yes - Oui</b>	<b>No - Non</b>
<b>Accusé de réception requis</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>The Offeror hereby acknowledges this revision to its Offer.</b> <b>Le proposant constate, par la présente, cette révision à son offre.</b>		
<b>Signature</b>	<b>Date</b>	
Name and title of person authorized to sign on behalf of offeror. (type or print) Nom et titre de la personne autorisée à signer au nom du proposant. (taper ou écrire en caractères d'imprimerie)		
<b>For the Minister - Pour le Ministre</b>		

Solicitation No. - N° de l'invitation

E60ZH-070003/D

Amd. No. - N° de la modif.

002

Buyer ID - Id de l'acheteur

103zh

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103zhE60ZH-070003

CCC No./N° CCC - FMS No/ N° VME

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**In accordance with Part 2 - Article 3 - Enquiries - Request for Bids, these questions and their corresponding answers are provided to all Bidders.**

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## **SECTION A - QUESTIONS AND ANSWERS**

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### **Question 3**

Attachment C – Technical Evaluation (pages 21 to 28) - Mandatory Requirements M.2

The requirement (which varies slightly for each stream) states that- the supplier must have billed a total cumulative dollar value of “x” in providing services for training similar in nature to those described in Annex “A”.

As a training company a good portion of our training is the result of public course offerings taken by many different government individuals on the same day. As such, can we consider the cumulative billing of each specific public course offering to meet this mandatory criteria of “total billed value”.

Additionally, if answer is yes, how do we address client references? Would we need to include every individual taking a course as a reference?

### **Answer 3**

For M.2(h), Suppliers may use Public Course Offerings to support the required experience. However, Suppliers will have to present the information by each Outside Client bill, and not as a cumulative amount for the Public Course Offering.

Suppliers are reminded that they must demonstrate the experience is similar in nature to those described in Annex A and that it is insufficient to just provide a title / course reference.

To clarify, the Public Course Offerings do not need to be taken by government employees / clients.

### **Question 4**

With reference to PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION, Section 2 a. (page 13 of 87) the document states:

“Step 1 – Technical Evaluation: Each bid will be reviewed to determine whether it contains an arrangement for a Supply Arrangement that meets the mandatory requirements of Attachment C, Supply Arrangement Technical Evaluation.

Within each bid, an arrangement must comply with the requirements of the bid solicitation and meet all mandatory requirements of Attachment C to be declared responsive to the requirement for a Supply Arrangement.

Step 2 – Selection and Issuance of Supply Arrangements:

Each technically responsive arrangement will be recommended for the issuance of a Supply Arrangement on the terms stated in Component II.”

Given the evaluation and selection procedures above, and considering the direction provided in PART 3 – BID PREPARATION INSTRUCTIONS, Section 1.1 c. regarding submission of technical bids by completing the templates in Attachment E, can you be more clear about the role of the information requested in PART 3 – BID PREPARATION INSTRUCTIONS, Section 1.1 a. (page 12 of 87)?

- What is the “Work” that is referred to?
- Are we expected to provide generic descriptions regarding our procedures, methodologies etc for each stream, such as how we perform instructional design, or how we build multimedia?
- Is this information shared with Users as a basis for their selection of potential project bidders?

#### **Answer 4**

Work refers to Annex A - Requirements for Services.

The Bidder is responsible for ensuring that the information that they provide sufficiently demonstrates how they meet the requirements.

Any information provided in a bid in response to this Request for Supply Arrangement with respect to a Supplier’s procedures, methodologies, etc is not provided to Clients. In individual Bid Solicitations issued against the Supply Arrangement, Clients may have Evaluation Criteria with respect to a Client’s procedures, methodologies, etc.

#### **Question 5**

Our company performs many projects in which we supply multiple streams of work – Instructional Design, programming, multi media, project management etc.

- Can you confirm that we can use the same project(s) as references in multiple streams?
- Can we apply the full value of the project in each stream?

#### **Answer 5**

The same project can be used as reference for different streams, however, the bidder must demonstrate that the billed value of the services specific for each stream are demonstrated separately.

For example, the bidder must illustrate that the specific tasks for the custom eLearning Product Programmer and its respective billed value that meets the evaluation criteria for Stream 3, while separately illustrating that the specific tasks for the Instructor and its respective billed value that meets the evaluation criteria for Stream 8.

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## SECTION B - AMENDMENT(S) TO SOLICITATION

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### REASON FOR AMENDMENT

1. To amend Attachment C - Supply Arrangement Technical Evaluation

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- A.1 To add definition of Outside Clients to ATTACHMENT C - SUPPLY ARRANGEMENT TECHNICAL EVALUATION

\*\* Outside Client refers to a client that is external to the Offeror's / Supplier's own organization. Parent companies, affiliates, and subsidiaries are considered internal.

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**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.**

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### NOTICE TO BIDDERS

Any Bid already submitted may be amended prior to the closing date specified at page 1 of this RFP. Any amending correspondence should be addressed to the Bid Receiving Unit, at the address indicated on the RFP, and the envelope should bear a reference to the solicitation number and the closing date.