

**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> Senior Mentors	
<b>Solicitation No. - N° de l'invitation</b> W8160-120021/A	<b>Amendment No. - N° modif.</b> 005
<b>Client Reference No. - N° de référence du client</b> W8160-120021	<b>Date</b> 2013-04-22
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$TOR-304-6221	
<b>File No. - N° de dossier</b> TOR-2-35267 (304)	<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 2013-04-29</b>	<b>Time Zone</b> Fuseau horaire Eastern Daylight Saving Time EDT
<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> Ditella, Maria	<b>Buyer Id - Id de l'acheteur</b> tor304
<b>Telephone No. - N° de téléphone</b> (905) 615-2069 ( )	<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> See Herein	

**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/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

Solicitation No. - N° de l'invitation

W8160-120021/A

Client Ref. No. - N° de réf. du client

W8160-120021

Amd. No. - N° de la modif.

005

File No. - N° du dossier

TOR-2-35267

Buyer ID - Id de l'acheteur

tor304

CCC No./N° CCC - FMS No/ N° VME

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**SEE ATTACHED**

Amendment No. 005 is being issued to provide the following questions and answers.

- Q1. Can you please provide the following clarification:
- a) As per 5.2.1, Location and 8. Client Support, when resources are assisting in program rotations at the Canadian Forces College located at 215 Yonge Boulevard, Toronto, Ontario, are the Senior Mentors' accommodations and meals fully provided, at no cost to the contractor?
  - b) With respect to Annex D, 3) Travel & Living Expenses, "The Contractor will be reimbursed its authorized ... living expenses reasonably and properly incurred in the performance of the Work, at cost", do living expenses include those in Toronto?
  - c) To reconfirm our understanding of the presentation, evaluation of price as FOB destination, is it correct to assume that no additional travel costs (outside of the travel noted in As per Annex A, 4.1.14, & 9.1) will be reimbursed to the Contractor or SMs for travel to Canadian Forces College in Toronto?
- A1.
- a) Accommodations and meals are not fully provided at no cost to the Contractors when they are assisting in program rotations at the Canadian Forces College.
  - b) Living expenses do not include those in Toronto.
  - c) Yes, it is correct to assume that no additional travel costs (outside of the travel noted in As per Annex A, 4.1.14 and 9.1) will be reimbursed to the Contractor or SMs for travel to Canadian Forces College in Toronto.
- Q2.
- a) As per Annex A, 4.1.14, & 9.1, with respect to NSP related travel, and the estimated 2 weeks of anticipated international travel per year, is it possible to provide estimates as to what percentage of travel is in North America, and what percentage would be outside of North America?
  - b) For international activities, can SMs be reimbursed for travel time (for e.g. to Geneva or Indonesia)?
  - c) For international travel, if NSP students are not located in hotels, are SMs co-located with students or generally accommodated in nearby hotels?
  - d) It is understood from Annex A. 9.3, and Annex D, 3. Travel & Living Expenses that during travel, the Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost. Are any meals provided directly by the College to the SMs during international travel? Or are SMs expected to provide for their own meals (reimbursed as per 9.3)?
- A2.
- a) It is estimated eighty percent (80%) of travel in North America and twenty percent (20%) outside of North America.
  - b) Yes, SMs can be reimbursed for travel time for international activities.
  - c) Yes, for international travel when NSP students are not located in hotels, SMs will be co-located or generally accommodated in nearby hotels.
  - d) In cases when hospitality has been approved for a NSP programme learning activity, SMs are not expected to provide for their own meals.

- Q3. With respect to Annex A, 8.2 and 8.3, if the Senior Mentors require access to equipment or business services necessary for the performance of their duties and not available directly from the College or in the international program location, will the College reimburse the Contractor or Senior Mentors for these performance-related services/costs?
- A3. The Contractor or Senior Mentors will be reimbursed for performance-related services / costs upon approval by the Project Authority if Canadian Forces College or the international program location cannot provide the required access to equipment or business services necessary for the performance of their duties.
- Q4. With respect to the bid submission, as per Part 3., 1, and the submission of Section I: Technical Bid, Section III: Certifications, and Section IV: Additional Information, as long as the required information is presented, and the numbering system corresponds to the bid solicitation, are there any restrictions as to how we present our bid sections?
- A4. As long as the bid information is submitted in accordance with the Request for Proposal (RFP) document, there are no restrictions on how bids are presented.
- Q5. a) With respect to Part 4, 1.2.1, the Financial Bid, which Bidders must submit in accordance with the Basis of Payment (Annex D), will the Tables presented on p. 30, 31 & 32, completed with the Bidder's proposed information (name resources, be sufficient for the Financial Bid?
- b) If these are the required format, will PWGSC make the tables on p. 30, 31 & 32, available in Word format?
- c) With respect to Annex A, 7.1.1, "Only the first four (4) proposed resources, in the order they appeared in Bidder's proposal, will be evaluated," the Financial Bid table does not clearly distinguish the 1st four proposed resources, but actually cites the Substitute Resource, ahead of the 4th resource. Will PWGSC confirm that evaluation will be based on the first four PRIMARY resources presented in both the technical and financial bid sections?
- d) As per the tables on p. 30, 31, & 32, is there any relevance to requesting a bidder present its primary resources according to Rotation periods, other than the assumed availability of a specific resource for these particular time periods?
- e) Will there be any evaluation of the resource proposed based on the Bidder's suggested availability for a particular rotation/time period as per the tables on p. 30, 31, & 32?
- f) Does the Financial Bid require any comment on Annex D, 3. Travel & Living Expenses (during the programme academic years 1 &2) or 5. Travel & Living Expenses, during the option period?
- A5. a) The Financial Bid must include the name of resources and rates and must be completed in accordance with the Basis of Payment at Annex D.
- b) No, the tables are not available in Word format.
- c) The technical evaluation will be based on the first four resources presented. These would be the three primary resources and one substitute resource identified in Annex D. . A revised Annex D, is attached to reflect this.
- d) No, there is no relevance to requesting a bidder to present its primary resources according to Rotation periods other than the assumed availability of a specific resource for these particular time periods.

e) No, there will not be any evaluation of the resource proposed based on the Bidder's suggested availability for a particular rotation/time period as per the tables in Annex D. However, the names of the resources proposed shall be taken from the first four (4) proposed resources identified in M1 of Annex B.

f) No comment is required for the Financial Bid on Annex D, 3) Travel & Living Expenses (during the programme academic years 1 &2) or 5) Travel & Living Expenses, during the option period.

Q6. Do bidder's need to submit the resumes of their proposed resources?

A6. In accordance with M1 of Annex B, "Supporting evidence may include, but is not limited to a written statement from the Bidder", resumes of the proposed resources will also be accepted as supporting evidence in addition to the written statement from the Bidder as to how proposed resources meet the technical criteria.

Q7. Paragraph 7.1.6 and M5 state that "A minimum of six months experience within the past five years in an appointment dealing at the strategic level of the Government of Canada in a defence or security related portfolio; or in an appointment that represented Canada to a significant international partner, in a bilateral or multilateral context." Does the six month requirement in the past five years refer to the four proposed resources that will be evaluated or to all resources that will participate in the contract?

A7. Yes, the six month requirement in the past five years refers to the four proposed resources that will be evaluated and to any Resource that will participate in the contract.

**ANNEX "D", BASIS OF PAYMENT (Revision 1)**

The Contractor will be paid the following firm all-inclusive per diem rates for work performed under this Contract, in accordance with Annex "A", during the Contract period. Goods and Services Tax (GST) or Harmonized Sales Tax (HST) extra.

No overtime charges will be authorized under this Contract. A day is defined as 7.5 hours exclusive of meal breaks. Time worked which is less than a day shall be prorated to reflect actual time worked in accordance with the following formula:

$$\frac{\text{Hours worked}}{7.5} \times \text{Firm per diem rate}$$

**NOTE TO BIDDER:**

In the event that any Primary Resource proposed for the Contract Period is deemed non-responsive as part of the technical evaluation, the firm per diem rate of the Substitute Resource proposed for the same timeslot will be applied to the financial calculation of the Bidder's bid evaluation price. If both the Primary Resource and the Substitute Resource proposed in the same timeslot are deemed non-responsive, the bid will be declared as non-responsive and considered no further.

**CONTRACT PERIOD:**

**Programme Academic Year 1**

**1) Labour**

Rotation 1: August - Dec / 2013	Rotation 2: Jan - Mar / 2014	Rotation 3: April - June - 2014
Name of Primary Resource: _____	Name of Primary Resource: _____	Name of Primary Resource: _____
Firm: \$ _____ per diem/est. 70 days	Firm: \$ _____ per diem/est. 70 days	Firm: \$ _____ per diem/est. 70 days
Name of Primary Resource: _____	Name of Primary Resource: _____	Name of Primary Resource: _____
Firm: \$ _____ per diem/est. 70 days	Firm: \$ _____ per diem/est. 70 days	Firm: \$ _____ per diem/est. 70 days
Name of Primary Resource: _____	Name of Primary Resource: _____	Name of Primary Resource: _____
Firm: \$ _____ per diem/est. 70 days	Firm: \$ _____ per diem/est. 70 days	Firm: \$ _____ per diem/est. 70 days
Name of Substitute Resource: _____	Name of Substitute Resource: _____	Name of Substitute Resource: _____
Firm: \$ _____ per diem/est 70 days	Firm: \$ _____ per diem/est. 70 days	Firm: \$ _____ per diem/est. 70 days

**Programme Academic Year 2**  
**2) Labour**

Rotation 1: August - Dec / 2014	Rotation 2: Jan - Mar / 2015	Rotation 3: April - June - 2015
Name of Primary Resource: _____  Firm: \$ _____ per diem/est. 70 days	Name of Primary Resource: _____  Firm: \$ _____ per diem/est. 70 days	Name of Primary Resource: _____  Firm: \$ _____ per diem/est. 70 days
Name of Primary Resource: _____  Firm: \$ _____ per diem/est. 70 days	Name of Primary Resource: _____  Firm: \$ _____ per diem/est. 70 days	Name of Primary Resource: _____  Firm: \$ _____ per diem/est. 70 days
Name of Primary Resource: _____  Firm: \$ _____ per diem/est. 70 days	Name of Primary Resource: _____  Firm: \$ _____ per diem/est. 70 days	Name of Primary Resource: _____  Firm: \$ _____ per diem/est. 70 days
Name of Substitute Resource: _____  Firm: \$ _____ per diem/est 70 days	Name of Substitute Resource: _____  Firm: \$ _____ per diem/est. 70 days	Name of Substitute Resource: _____  Firm: \$ _____ per diem/est. 70 days

**3) Travel and Living Expense**

**Est. Cost: \$13,000 per programme academic year**

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the Treasury Board Travel Directive (<http://www.njc-cnm.gc.ca/directive/index.php?lang=eng&svid=98-5>), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the Project Authority.

All payments are subject to government audit.

**4) OPTION PERIOD: July 1, 2015 to June 30, 2016**

Rotation 1: August - Dec / 2015	Rotation 2: Jan - Mar / 2016	Rotation 3: April - June - 2016
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Name of Primary Resource: _____ Firm: \$ _____ per diem/est. 70 days	Name of Primary Resource: _____ Firm: \$ _____ per diem/est. 70 days	Name of Primary Resource: _____ Firm: \$ _____ per diem/est. 70 days
Name of Primary Resource: _____ Firm: \$ _____ per diem/est. 70 days	Name of Primary Resource: _____ Firm: \$ _____ per diem/est. 70 days	Name of Primary Resource: _____ Firm: \$ _____ per diem/est. 70 days
Name of Primary Resource: _____ Firm: \$ _____ per diem/est. 70 days	Name of Primary Resource: _____ Firm: \$ _____ per diem/est. 70 days	Name of Primary Resource: _____ Firm: \$ _____ per diem/est. 70 days
Name of Substitute Resource: _____ Firm: \$ _____ per diem/est 70 days	Name of Substitute Resource: _____ Firm: \$ _____ per diem/est. 70 days	Name of Substitute Resource: _____ Firm: \$ _____ per diem/est. 70 days

**5) Travel and Living Expense**

**Est. Cost: \$13,000 per programme academic year**

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the Treasury Board Travel Directive (<http://www.njc-cnm.gc.ca/directive/index.php?lang=eng&svid=98-5>), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the Project Authority.  
All payments are subject to government audit.