



May 14, 2013

Subject: Letter of Interest regarding the Delivery of the CANDU Training and Exams for the Canadian Nuclear Safety Commission (CNSC File #87055-13-0038)

### **A.1 Background and Purpose of this Letter of Interest (LOI)**

The purpose of this Letter of Interest (LOI) is to obtain information before finalizing the requirements definition and procurement strategy for the subject project which is being carried out by the Strategies, Programs & Learning Division (SPLD) of the Canadian Nuclear Safety Commission (CNSC). The CANDU courses relate specifically to the CANDU Reactor Technology and its systems. These courses are offered every year to maintain and update the knowledge of the CNSC employees involved with the CANDU technology.

The prospective contractor must demonstrate proficiency in developing lesson plans, updating existing training material and delivering training sessions. The CANDU courses' instructor requires comprehensive knowledge of the CANDU Reactor and its systems and of the Systematic Approach to Training (SAT) method and adult learning principles.

Further details of the project and scope of work are further outlined in Annex "A" – Work Statement to this LOI.

### **A.2 Nature of this Letter of Interest**

This LOI is not a solicitation and there is no commitment with respect to future purchases or contracts. Potential suppliers of the services described in this LOI should not reserve stock or facilities, nor allocate resources as a result of any information contained in this LOI. The procurement of any services described in this LOI will not necessarily follow this LOI. This LOI is simply intended to solicit feedback from industry with respect to the matters described in this LOI.

### A.3 Nature and Format of Responses Requested

Respondents are requested to provide their responses to questions in Section A.6.

Responses are to be sent by email to:

Contracting Authority: Alex Cassol  
E-mail Address: [alex.cassol@cnsccsn.gc.ca](mailto:alex.cassol@cnsccsn.gc.ca)  
Telephone: (613) 996-6638

### A.4 Response Costs

CNSC will not reimburse any respondent for expenses incurred in responding to this LOI.

### A.5 Treatment of Responses

- a) **Use of Responses:** Responses will not be formally evaluated. However, the responses received may be used by CNSC to develop or modify procurement strategies or any draft documents contained in this LOI. CNSC will review all responses received by the LOI closing date. CNSC may, in its discretion, review responses received after the LOI closing date.
- b) **Confidentiality:** Respondents should mark any portions of their response that they consider proprietary or confidential. CNSC will handle the responses in accordance with the Access to Information Act.
- c) **Follow-up Activity:** CNSC may, in its discretion, contact any respondents to follow up with additional questions or for clarification of any aspect of a response.

### A.6 Question to Recipients of this LOI

1. Would you/your company/organization be able to provide the services outlined in Annex "A" – Statement of Work within the estimated dates related to the deliverables and estimated budget of \$65,000.00 Canadian dollars (taxes excluded)?
2. Would you/your company/organization be interested in bidding on any solicitation that may be issued related to the work outlined in Annex "A – Statement of Work?

### A.7 Submission of Responses

- a) **Closing Date for Submission of Responses:** Suppliers interested in providing a response should deliver it to the Contracting Authority identified above **by 2:00PM EST on July 2, 2013.**

- b) **Responsibility of Timely Deliver:** Each respondent is solely responsible for ensuring its response is delivered on time per the instructions specified in this LOI.
- c) **Language of Response:** Responses may be in English or French at the preference of the respondent.

## A.8 Enquiries

Because this is not a bid solicitation, CNSC will not necessarily respond to enquiries in writing or by circulating answers to all potential suppliers/respondents. However, respondents with questions regarding the LOI may direct their enquiries to:

Contracting Authority:	Alex Cassol
E-mail Address:	<a href="mailto:alex.cassol@cnsccsn.gc.ca">alex.cassol@cnsccsn.gc.ca</a>
Telephone:	(613) 996-6638

## ANNEX "A" - WORK STATEMENT

### **1.0 Background**

The CANDU courses material relates specifically to the CANDU Reactor and its systems. These courses are recommended for individuals with a science and engineering background. The CANDU courses are offered every year to maintain and update the knowledge of CNSC employees involved with the CANDU technology. The prospective contractor must demonstrate proficiency in developing lesson plans, updating existing material and delivering training sessions. The CANDU courses' instructor requires comprehensive knowledge of the CANDU Reactor and its systems and of the Systematic Approach to Training (SAT) method and adult learning principles.

### **2.0 Objectives**

The selected provider will deliver the following three courses:

- CANDU Fundamentals (10 days)
- Abridged CANDU Fundamentals (3 days) ; and
- Intermediate Reactors Auxiliaries (IRA) (5 days).

The supplier will be expected to provide subject-matter expertise as well as a high quality of instructional design skills, and to work in collaboration with CNSC resources to ensure the design and development of a high quality learning experience for participants.

#### **Contractor Resources:**

Contractor will identify individuals who will deliver the training and their qualifications. No substitutes will be provided unless approved by the CNSC project authority.

#### **Government furnished materials:**

The following training manuals will be accessible to contractors:

- CANDU Fundamentals
- Abridged CANDU Fundamentals (Mini CANDU)
- IRA

Access to the mentioned manuals will only be granted at the CNSC headquarters at 280 Slater Ottawa, Ontario.

### 3.0 Scope of Work

Conduct the training sessions, administer and mark the exams for the CANDU courses for fiscal year (FY) 2013-14 and FY 2014-15.

Due to operational commitments, the instructor must adhere to the proposed course schedule.

### 4.0 Tasks to be Performed

A prospective contractor will be asked to demonstrate proficiency by developing lesson plans, updating existing training material and delivering training sessions. Proficiency includes: subject matter expertise and adherence to Systematic Approach to Training (SAT) method and adult learning principles.

Based on the outline and consultation of furnished training material, the contractor will:

- Determine the most adequate delivery methods, using existing material
- Create lesson plans for each course.
- Create visual aids (graphics, videos, etc.) where applicable.
- Create assessment tools that will test each one of the learning objectives (e.g. written exams).
- Deliver training
- Make content and/or delivery adjustments if necessary.
- Deliver in classroom CANDU Fundamentals, Abridged CANDU Fundamentals (Mini CANDU) and Intermediate Reactors and Auxiliaries (IRA) in English in Ottawa to a maximum of 18 students per session.
- Provide soft copy of the manuals for learners including takeaway learning aids that can be used as a refresher of the key points after the training.
- Have learners complete an evaluation form supplied by the CNSC and summarize the content after each course delivery with recommendations for adjusting the course content as required.
- Develop and administer exams using multiple choice providing answer key to the CNSC
- Mark and return the exams to the CNSC within 21 working days of the date in which they were written, using a traceable mail.

The CNSC will:

- Establish quality standards, expectations and schedules.
- Provide directions concerning the execution of the service.
- Coordinate meetings with the Contractor as required.
- Provide feedback to the Contractor on the quality of the services provided.
- Provide training facilities.
- Provide hard copy of the training material to participants.

## 5.0 Deliverables

All deliverables are to be submitted in English unless noted differently. All hard deliverables are to be submitted to the CNSC's Learning Officer (Project Authority).

### 5.1 Start-up Meeting (1 or 2 meetings as required)

date: within two weeks of contract award

location: The CNSC Head Office, Ottawa.

purpose: To discuss and clarify the proposed approach, work plan and schedule to ensure achievement of the contract objectives. The contractor shall make a presentation with the above purpose in mind.

### 5.2 Progress Meeting

date: To be determined

location: CNSC Head Office, Ottawa or via video or teleconference

purpose: To assess the degree to which the agreed project objectives are being achieved as planned and thus to facilitate timely adjustments (if necessary) to ensure the project success.

### 5.3 Classroom Course Delivery (CNSC will provide training facilities)

<b>Courses delivered in Ottawa</b>	<b>Date</b>	<b>Length</b> 8:30 to 4:00	<b>Language</b>	<b># of participants</b>
CANDU Fundamentals	Dates TBD (estimated 1 offering per FY)	2 weeks	English	Up to 18
Intermediate Reactors and Auxiliaries	Dates TBD (estimated 1 offering per FY)	1 week	English	Up to 18
Abridged CANDU Fundamentals (Mini CANDU)	Dates TBD (estimated 2 offerings per FY)	3 days	English	Up to 18

#### 5.4 Mark exams

All exams must be marked and returned to the CNSC within 21 working days of the date in which they were written. Evaluation dates may be staggered or changed due to work commitments of course participants. If evaluation dates are staggered and/or changed, the contractor will be notified. Any changes will not result in any change to the agreed contract price between the CNSC and the contractor.