

**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> 2013-06-27
<b>Client Reference No. - N° de référence du client</b> E60ZH-070003	<b>Amendment No. - N° modif.</b> 013
<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 at - à 02:00 PM on - le 2013-09-30</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>		

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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 29**

We are currently a pre-qualified Learning Services Supplier, and we are preparing a bid for the subject Supply arrangement with the intention of qualifying for additional Streams. Is it necessary to resubmit a letter of Insurance (Part 4, clause 5)?

#### **Answer 29**

It is not necessary for an existing pre-qualified supplier to submit a Letter of Insurance as part of bid submission under the on-going opportunity for qualification solicitation.

### **Question 30**

Can a bid be submitted in an association with firms who have firm level experience but don't meet the other requirements such as a security clearance, sufficient insurances etc.?

Would each member of the "association" have to be represented in the projects listed in the mandatory requirements for the various streams?

#### **Answer 30**

For the technical evaluation, with the exception of MT1, it can be a combination of experience / projects presented from one or more members of a joint-venture that can be evaluated to meet the evaluation criteria. For MT1, as stated, at least one member of the joint-venture must meet MT1.

For the Security Requirements, all members of the joint-venture must meet the security requirements. In addition, if the security of the joint-venture members are different, only the lowest level of security held will be considered. See Part 7, Article 2.1(e) for more information.

For the Insurance Requirements

### **Question 31**

If we bid as a joint venture- does each member of the joint venture need to be represented in the projects listed in the mandatory requirements for the streams? In other words, can a group of companies bid on the solicitation, even though one of the companies would have no direct experience with any of the streams but could satisfy the security requirement and insurance requirements etc.

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**Answer 31**

See answer 30.

**Question 32**

In the past, we have operated in the fulfilment of various contracts through the use of a joint venture with a partner organization. It is our intention to continue to operate in this fashion when and where required to render the best solution for the client. In order to meet the Insurance requirements of the Learning Supply Arrangement, which of the following arrangements would not meet the expected level of compliance, if any:

- We as the bidder we are carrying the insurance for all, including a joint venture sub;
- We and any partner organizations each have insurance coverage as prescribed in Annex C;  
or
- We meet the insurance requirements, and enforces similar insurance requirements on any partnering organizations, when and if required.

**Answer 32**

Each member of the Joint-Venture must meet the Insurance Requirements.

**Question 33**

We are contemplating a joint venture response to your request for proposals to setup a supply arrangement. Does our joint venture partner need to meet any of the minimum requirements in any of the streams or is it sufficient that we qualify?

**Answer 33**

See Answer 30.

**Question 34**

Under Part 4 - Step 2 - Selection and Issuance of Supply Arrangements it states that:

"Where an Aboriginal Bidder qualifies for both an Aboriginal and Non-Aboriginal Supply Arrangement, only one Supply Arrangement will be awarded."

As I understand the Requirements for the Set-aside Program for Aboriginal Business, to qualify under that program all subcontractors performing work for the Aboriginal Business must also meet the same criteria. In other words they can only subcontract to aboriginal businesses. Is that correct?

Our company is not an aboriginal Business, but if we bid in a joint venture with an Aboriginal Business, would the Supply Arrangement for the Joint Venture be designated as an Aboriginal Business and therefore qualified for set-asides? If so, would our company be able to participate in completing the work?

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**Answer 34**

For joint-ventures under PSAB, a joint venture consisting of two or more Aboriginal businesses or an Aboriginal business and a non-Aboriginal business(es), provided that the Aboriginal business(es) has at least 51 percent ownership and control of the joint venture. When an Aboriginal business has six or more full-time employees at the date of submitting the bid, at least thirty-three percent of them must be Aboriginal persons, and this ratio must be maintained throughout the duration of the contract. The supplier must certify in its submitted bid that it is an Aboriginal business or a joint venture constituted as described above.

For subcontractors under PSAB, in respect of a contract, (goods, service or construction), on which a supplier is making a proposal which involves subcontracting, the supplier must certify in its bid that at least thirty-three percent of the value of the work performed under the contract will be performed by an Aboriginal business. Evidence that a subcontractor is an Aboriginal business (where this is required to meet the minimum Aboriginal content of the contract) is the same as evidence that a prime contractor is an Aboriginal business.

See Annex 9.4 - Requirements for the Set-Aside Program for Aboriginal Business in the Supply Manual for more information.

<https://buyandsell.gc.ca/policy-and-guidelines/supply-manual/annex/9/4>

**Question 35**

The RFP uses the wording " Producing effective Learning instructional materials IAW CFITES vol 5, and Defence Learning Network Courseware Development Guidelines, or equivalent"

Could you:

a) Verify that this is the current version of the CFITES

<http://www.scribd.com/doc/37800378/Cfites-Vol-5-e> that will be used as a baseline in evaluation for equivalency; and

b) Would it be possible to get the version of the Defence Learning Network Courseware Development Guidelines that this RFP will use as its baseline for evaluation of equivalency.

**Answer 35**

CFITES documentation will be provided (as required) on individual requirements. Equivalency is determined by each individual client. Any standards will be indicated in the Statement of Work for the individual requirements.

**Question 36**

I had a question regarding the existing Learning Services instrument. I thought that this Learning Services instrument would be incorporated into the ProServices instrument since it ends November 2013. I am just wondering if you anticipate the current streams under the Learning Services to be integrated into the above-mentioned instrument on an upcoming refresh?

**Answer 36**

No timeline has been set to add the Learning Services categories to ProServices. As a reminder, the ProServices Supply Arrangement is for requirements under the NAFTA Threshold (currently \$78,500), which means that if the Learning Services categories are integrated into ProServices, that the Learning Services SOSA would still remain in place.

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## SECTION B - AMENDMENT(S) TO SOLICITATION

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### REASON FOR AMENDMENT

1. To add an additional submission period under the On-Going Opportunity for Qualification
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- A.1 In Part I, Article 2.6 - On-Going Opportunity for Qualification **delete** the Quarter Evaluation Periods Table and **replace** with the following:

Quarterly Evaluation Periods:

Quarter	Closing Date	Time of Closing:	Evaluation Period:
Q3	January 4, 2013	02:00 PM Eastern Standard Time (EST)	January 5 to March 29
Q4	March 29, 2013	02:00 PM Eastern Daylight Time (EDT)	April 1 to June 28
Q1	June 28, 2013	02:00 PM Eastern Daylight Time (EDT)	June 29 to September 30
Q2	September 30, 2013	02:00 PM Eastern Daylight Time (EDT)	October 1 to December 30

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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.