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Request for Standing Offer
Demande d'offre à commandes

Canada, as represented by the Minister of Natural
Resources Canada, hereby requests a Standing Offer on
behalf of the client identified herein.

Le Canada, représenté par le ministre des Ressources
naturelles Canada, autorise par la présente, une offre à
commandes au nom de client identifié ci-après

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

Comments - Commentaires

This document contains no security requirement
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Ottawa, Ontario
K1A 0E9

Title - Sujet Delivery of Dollars to \$ense Energy Management Workshops		Amendment No. and/or Questions & Answers: 01	
Solicitation No. - No de l'invitation NRCan-5000010725A		Date 08 July 2013	
Client Reference No. - N° de reference du client 5000010725			
Requisition Reference No. - N° de la demande 101968			
Solicitation Closes - L'invitation prend fin at - à 02:00 PM EDT on - le 29 July 2013			
Address Enquiries to: - Adresse toutes questions à:		Buyer ID - Id de l'acheteur	
Valerie Holmes		AB4	
Telephone No. - No de telephone (613) 943-3580		Fax No. - No. de Fax (613) 996-1024	
Security - Sécurité This Supply Arrangement may be used for contracts where security requirements have been identified Cet arrangement peut être utilisé pour les contrats subséquents dans lesquels les besoins en matière de sécurité.			
<i>If marked "X" please see the box to the left</i> <i>S'il ya un "X" ici, s.v.p. voir la boîte à la gauche</i>		<input checked="" type="checkbox"/> Acknowledgement copy required Accusé de réception requis	
Destination - of Goods, Services and Construction: Destination - des biens, services et construction: Natural Resources Canada / Ressources naturelles Canada 615 rue Booth Street Ottawa, Ontario K1A 0E8			
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Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur			
Telephone No.:- No. de téléphone: Facsimile No.:- No. de télécopieur:			
Name and Title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)			
_____ Signature		_____ Date	



The following are questions received against this bid solicitation:

Question #1:

Does the assistant trainer conduct independent training sessions in his/her area of expertise, or is the assistant trainer providing a support function in the Energy Management Workshops?

Answer #1:

The assistant trainer does not conduct independent training sessions in his/her area of expertise. The assistant trainer provides a support function to the trainer in the delivery of energy management workshops and in other related services where workshops are concerned.

The role of the trainer is to lead the delivery of the training sessions, to customize workshop materials, to provide other workshop related services, and to recruit and train additional trainers/assistant trainers.

Question #2:

Is the assistant trainer only required when the class size is large to facilitate better interaction between trainer and participants?

Answer #2:

No, usually delivery of the workshop is conducted with one (1) trainer and one (1) assistant trainer to facilitate better interaction between trainer and participants as the workshops are very interactive. However, depending on the number of participants registered and the type of workshop, the Project Authority will require either one (1) trainer and one (1) assistant trainer.

Question #3:

What is the typical class size for the workshops?

Answer #3:

The class size for workshops can vary between 10 - 25 participants.

Question #4:

Is it possible to submit an offer to provide some types of workshops (e.g. Energy Management Planning) and not others?

Answer #4:

Offers submitted MUST be for all workshops as listed in SW6: Energy Management Planning (EMP); Spot the Energy Savings Opportunities (SPOT); Energy Monitoring (EM); Energy Efficiency Financing (EEF); Recommissioning for Buildings (RCx); Energy Management Information Systems (EMIS); Sector Specific Workshops; and Customized Workshops. Refer to Part 4 - Evaluation Procedures and Basis of Selection, 1.1.1 - Mandatory Technical Criteria. The offer which fails to meet the mandatory technical criteria will be declared non-responsive.

Question #5:

On Page 5, Item 2 - Summary, the RFSO states "in two (2) different streams - Stream 1: English and Stream 2: French and in five (5) regions. These workshops will be held across Canada in six (6) designated regions." Please confirm that there are six (6) regions as presented in Appendix 3 - Regions and Sub-Regions.

Answer #5:

NRCan confirms that the Dollars to \$ense workshops will be held across Canada, in six (6) designated regions (Atlantic, Quebec, Ontario, West, Pacific and North).

Question #6:

Item SW8.4 on Page 62 mentions that once Trainers have been trained by NRCan, they will be able to train additional trainers and assistant trainers themselves. In the case of trainers that have already attended NRCan orientation session, please confirm that proposed trainers and additional trainers that have not yet attended the orientation session could be trained by our existing Dollars to \$ense trainers?

Answer #6:

In the case where trainers have already attended previous NRCan Dollars to \$ense orientation sessions, it is confirmed that NRCan would consider them qualified to train their own proposed trainers and assistant trainers.

Question #7:

Could you confirm that it is required to propose two (2) trainers and two (2) assistant trainers for each of the workshops? In addition, we understand that demonstrating training experience for assistant trainers is not necessary, is that correct?



Answer #7:

NRCan confirms that as per Part 4, Section 1.1.1 - Mandatory Technical Criteria, items M2.1 to M7.1 and M2.2 and M7.2, requires that the Offeror propose the names of two (2) trainers for each of the workshops, and items M8.1 and M8.2, requires that the Offeror proposes the names of two (2) assistant trainers for each of the workshops. NRCan confirms that assistant trainers are not required to demonstrate "training experience delivery energy management workshops / training sessions."

Question #8:

Item 4 - Offeror Financial Offer on page 76 mentions "Firm unit price for one workshop x hours worked, 7.5 hours". As described in item SW8.2 - Deliver workshops on page 61-62, the trainer needs to be at the venue 60 minutes prior to the workshop begins and 60 minutes after. This means from 7:30 a.m. until 5:00 p.m. or 9.5 hours per day. Please advise on how this should be interpreted and how hour per diem rates should be presented.

Answer #8:

NRCan will pay for one-day workshops, 7:30 a.m. to 4:00 p.m. or 7.5 hours, including 60 minutes set-up time in the morning, excluding lunch. NRCan will not pay for the dismantling of equipment after the workshops have ended, as per SW8.5.

Question #9:

Based on the information provided in Item SW5 - Estimated Business Volume (Page 57) and in Appendix 3, page 74, our understanding is that NRCan estimates that four (4) French workshops will be delivered in the Atlantic region in 2013-14, in Bathurst, NB and Edmunston, NB only. Please confirm. In addition, we understand from the RFSO that the trainers need to reside in the region where the trainings are held. Therefore, as there is only four (4) French workshops in the French Atlantic region, will you select one (2) firm to deliver four (4) trainings? As there is very few French trainings outside the Question region, could a firm apply to all regions at the same time for the French stream?

Answer #9:

SW5 - Estimated Business Volume, page 57 and in Appendix 3, page 74, these numbers are used to estimate the business volume and are only an approximation of requirements given in good faith by NRCan. The demand will predicate the actual number of workshops delivered in each region, including French workshops in the Atlantic Region or elsewhere.

The firm offering a bid for the Atlantic Region may offer to deliver training in both official languages. As stated in the Part 3 - Offer Preparation Instructions, Section III, 3rd paragraph, "The Offer may submit offers on more than one (2) stream of work...but must submit a separate offer for each specified stream of work"

While there may be a lower demand for French workshops in the Atlantic region, it is possible for a firm to bid on both Streams (English and French) in the Atlantic Region. This must be clearly identified in the first pages of the Offer indicating the region(s) for which the firm is submitting an Offer. Similarly, a firm may submit an offer to deliver French workshops in all regions.

Question #10:

Based on the information provided in Item SW5 - Estimated Business Volume, page 57 and in Appendix 3, page 74, we do not see in which Ontarian city the estimated one (1) French workshop would be delivered in 2013-14. Please advise.

Answer #10:

This is an estimate only. It is possible that a client in Ottawa requests a French workshop.