

AMENDMENT NO. 1

TO THE REQUEST FOR PROPOSAL DOCUMENTS

RFP Reference Number: 1000013618

CLOSING DATE: OCTOBER 16, 2013

CLOSING TIME and TIME ZONE: 2:00 PM EDT

PROJECT TITLE: Executive Leadership Program

To All Bidders:

The purpose of this Amendment is to give effect to the following:

1. Bidders are advised to **DELETE** the Bid Preparation instructions of PART 3 - BID PREPARATION INSTRUCTIONS in its entirety and **REPLACE** with the following:

Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (7 hard copies)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- use 8.5 x 11 inch (216 mm x 279 mm) paper;
- use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process **Policy on Green Procurement** (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

- use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably managed forest and containing minimum 30% recycled content; and
- use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Questions & Answers

The following questions were asked in response to the RFP # 1000013618 and Justice Canada hereby answers as follows:

Question 1: Do you want us to answer separately (in two separate sections) for mandatory criteria and point rated technical criteria?

Answer 1: Yes, please answer separately.

Question 2: In the case we could answer the mandatory criteria and the point rated technical criteria at the same time: to show the experience of the bidding organization, by answering criterion C1 and presenting, for example, 5 descriptions of one page each, would we also have answered criterion CO1?

Answer 2: See question 1. Please answer separately.

Question 3: To be clear about the authority level of executives, we would like to know whether they supervise employees or other managers?

Answer 3: This depends on the groups and levels of the positions the participants hold. EX-01, EX-02, LC-01 and LC-02 represent the first two executive levels at the Department of Justice. Many participants targeted by the Program manage other managers and/or supervisors, as well as employees.

Question 4: On p. 13 of the RFP you are referring, when speaking to rated criteria R6, to the National Capital Region. Can you please confirm you are referring to the Ottawa region?

Answer 4: The NCR is defined in the National Capital Act, R.S.C. 1985, c. N-4, S.2. The National Capital Act is available on the Justice Website: <http://laws-lois.justice.gc.ca/eng/acts/N-4/>;

Question 5: In our experience, the mandatory requirement for facilities is unusual for bids of this nature. Given the primary importance of the content and the delivery, and the variety of available facilities in the NCR that are professionally managed and cater to government meetings, would the Department consider removing the mandatory requirement for describing specific NCR facilities that have been provided and organized?

Answer 5: No, we will not be removing this mandatory criteria.

Please note that the mandatory criteria (M4) which you are referring to doesn't mention the NCR: Proven track record of providing and organizing facilities (main classroom and breakout rooms if applicable) that cater to executives. Description must cover two or more program/course delivery events in the last 3 years.