

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

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
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

Title - Sujet NPMS National Training	
Solicitation No. - N° de l'invitation EJ112-133608/A	Amendment No. - N° modif. 001
Client Reference No. - N° de référence du client 20133608	Date 2014-02-07
GETS Reference No. - N° de référence de SEAG PW-\$\$ZH-130-26858	
File No. - N° de dossier 130zh.EJ112-133608	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-02-20	
Time Zone Fuseau horaire Eastern Standard Time EST	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Duret, Gregory	Buyer Id - Id de l'acheteur 130zh
Telephone No. - N° de téléphone (819) 956-0149 ()	FAX No. - N° de FAX (819) 956-9235
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° 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

This Solicitation Amdt #1 is raised to answer a question from a potential bidder and to amend Attachment 1 to Part 1 - List of Suppliers in order to add one additional supplier.

1) **BIDDER QUESTION # 1**

We are interested in the above-mentioned solicitation and are part of the Supply Arrangement, operating as Blended Learning Services JV. Are we allowed to participate in this bid effort, and if so, may we receive a copy of the RFP documentation?

ANSWER TO BIDDER QUESTION # 1

This bidder qualified for the Learning Services Supply Arrangement after the original List of Suppliers was created. As this bidder is qualified they are eligible to participate in this bid effort and therefore must be added to the List of Suppliers

2) At Attachment 1 to Part 1 - List of Suppliers on Page 4 of 33 of the RFP.

DELETE : Attachement 1 to Part 1 - List of Suppliers in its entirety.

INSERT : *See next page*

ATTACHMENT 1 to PART 1 LIST OF SUPPLIERS

This Bid Solicitation is issued against the Learning Services Supply Arrangement (SA), PWGSC File No. E60ZH-070003. All terms and conditions of the Learning Services SA apply and will be incorporated into any resulting contract.

The requirement described herein is open only to the following PWGSC Learning Services SA Suppliers:

- 4058721 Canada Ltd
- Bates Project Management Inc.
- Cache Computer Consulting Corp.
- CAE Inc
- Calian Ltd, Instrux Media Corp. In Joint Venture
- Calian Ltd.
- CANADEM
- Connelly Business Exhibitions Inc.
- Contract Community Inc., Infomentat Inc, Velsoft Training Materials Inc., 3DA Multimedia Inc, SOMOS Consulting Group LTD, Klaven Inc, in Joint Venture
- CTC TrainCanada Incorporated
- CTE Certified Technical Education Solutions inc
- Global Knowledge Network (Canada) Inc
- Groupe Intersol Group Ltee.
- International Safety Research Inc.
- Itplanit Services Corp.
- Knightsbridge Human Capital Management inc
- Lansdowne Technologies Inc.
- Learning Tree International Inc.
- Lockheed Martin Canada
- MCO Business Group Inc.
- Modis Canada Inc
- Naut'sa mawt Resources Group inc/Knightsbridge
- QMR Staffing Solutions Incorporated
- Samson & Associés CPA/Consultation Inc
- TEMAS Management Inc
- The Algonquin College of Applied Arts and Technology
- The VCAN Group Inc., D.J. Films-Multimedia, Inc., IN JOINT VENTURE
- Valcom Consulting group Inc.

APPENDIX 2 TO ANNEX "A"

DRAFT COURSE PLAN FOR NPMS INTRODUCTION, SPACE AND ASSET PROJECTS

	Day 1	Day 2
8:30	<ul style="list-style-type: none"> ➤ Introduction ➤ Objectives ➤ Introduction of participants ➤ Expectations ➤ Icebreaker exercise ➤ NPMS Model 	<p>Project Identification (cont'd)</p> <ul style="list-style-type: none"> ➤ Feasibility Phase ➤ Feasibility Report <ul style="list-style-type: none"> - Exercise 3
10:00	Break	
10:15	<ul style="list-style-type: none"> ➤ NPMS Policy ➤ NPMS Principles ➤ NPMS « Lite » ➤ Roles and Responsibilities ➤ Support <ul style="list-style-type: none"> - Continual Improvement Team - Tools, Website, Procedures 	<ul style="list-style-type: none"> ➤ Analysis Phase <ul style="list-style-type: none"> - Investment Analysis Report (IAR) - Preliminary Project Approval (PPA) ➤ Identification Close Out <p>Project Delivery Stage</p> <ul style="list-style-type: none"> ➤ Planning Phase <ul style="list-style-type: none"> - Exercise 4: Project Delivery Planning
12:00	Lunch	
13:00	<p>Project Inception</p> <ul style="list-style-type: none"> ➤ Definition Phase ➤ Statement of Requirement <ul style="list-style-type: none"> - Exercise 1 	<ul style="list-style-type: none"> ➤ Design Phase <ul style="list-style-type: none"> - Effective Project Approval (EPA) - Exercise 5: Revised Project Plan
14:30	Break	
14:45	<p>Project Identification</p> <ul style="list-style-type: none"> ➤ Initiation Phase ➤ Preliminary Project Plan and Project Charter <ul style="list-style-type: none"> - Exercise 2 	<ul style="list-style-type: none"> ➤ Implementation Phase ➤ Project Delivery Close Out Phase ➤ New Treasury Board policies ➤ Feedback/ Evaluation
16:00		

DRAFT COURSE PLAN FOR NPMS ASSET PROJECTS (1 DAY)

Topic	Content
1. Introduction	<ul style="list-style-type: none"> • Introduction • Objectives • Introduction of Participants • Expectations
2. Objectives	<ul style="list-style-type: none"> • Objectives • Definition: Asset & Space based projects
3. Overview of NPMS	<ul style="list-style-type: none"> • NPMS Principles • NPMS Model
4. NPMS Updates	<ul style="list-style-type: none"> • Policy and Procedure • Templates • Roadmaps • NPMS “Lite”
5. Roles and Responsibilities	<ul style="list-style-type: none"> • Asset Project – Key roles • Approval Bodies – Asset Projects <ul style="list-style-type: none"> - NPMS - NPMS “Lite” • NPMS and Client Funded Projects
6. Activities and Approval Requirements	<ul style="list-style-type: none"> • Project Inception Stage <ul style="list-style-type: none"> - Definition Phase <ul style="list-style-type: none"> ○ Statement of Requirements <ul style="list-style-type: none"> ▪ Exercise
LUNCH	
	<ul style="list-style-type: none"> • Project Identification Stage <ul style="list-style-type: none"> - Initiation Phase <ul style="list-style-type: none"> - Project Plan - Preliminary Project Plan - Project Charter <ul style="list-style-type: none"> ▪ (Exercise) - Feasibility Phase <ul style="list-style-type: none"> - Feasibility Report <ul style="list-style-type: none"> ▪ Exercise
6. Activities and Approval Requirements (cont'd)	<ul style="list-style-type: none"> • Project Identification Stage (cont'd) <ul style="list-style-type: none"> - Analysis Phase - Identification Close Out • Project Delivery Stage <ul style="list-style-type: none"> ▪ Exercise - Planning Phase <ul style="list-style-type: none"> ▪ Exercise – Revised Project Plan - Design Phase - Implementation Phase - Delivery Close Out Phase

DRAFT COURSE PLAN FOR NPMS SPACE PROJECTS (1 DAY)

- Same as above but exercises are on a space project.

DRAFT COURSE PLAN FOR NPMS INTRODUCTION AWARENESS SESSION (HALF-DAY)

- Same as above but without the exercises.

DRAFT COURSE PLAN FOR NPMS UPDATES AND PROJECTS FUNDED BY OTHER GOVERNMENT DEPARTMENTS (2-HOUR AWARENESS SESSION)

- NPMS Updates
- NPMS OGD Procedure Requirements
- Roles and responsibilities for OGD
- Project Plan/Project Charter
- Case Studies/Lessons Learned

DRAFT COURSE PLAN FOR RISK MANAGEMENT FOR REAL PROPERTY PROJECTS

- Risk Management Definitions
- Context
- Why Manage Risk?
- When do we manage Risk?
- How do we manage Risk?
- Risk Management Plan
- Exercise 1: Risk Taxonomy
- Exercise 2: Statement of Requirements
- Exercise 3: Investment Analysis Report and Risk Management Plan

DRAFT COURSE PLAN FOR RISK MANAGEMENT FOR REAL PROPERTY PROJECTS – EXTENDED COURSE

- Same as above, plus the following exercises:
 - Exercise 4: Project Management Plan and Consultant Risk Management Plan
 - Exercise 5: Approval Document and Construction Contract Risk Management Plan
 - Exercise 6: Implementation and update of the Risk Management Plan
 - Exercise 7: Close Out and Lessons Learned

DRAFT COURSE PLAN FOR NPMS PROJECT MANAGEMENT PLAN

- What is a Project Plan (Preliminary Project Plan and Project Management Plan)
- Basic principles of project management
- How to create the Project Management Plan (PMP)
- Exercise 1: Define the project background in the case study presented
- Scope Management
 - Exercise 2: Define the project scope of the case study
 - Exercise 3: Prepare a Work Breakdown Structure (WBS) for the project
- Time Management
 - Exercise 4: Prepare a GANTT chart illustrating the project schedule
 - Exercise 5: Prepare the major milestones list
- Cost Management
 - Project Cost Plan and Cash flow
 - Project Construction Cost Estimate
 - Elemental Cost Estimate Summary Overview
 - Exercise 6: Project Cost Estimates in the PMP
- Financial Management
- Change Management
- Risk Management
- Procurement Management
- Quality Management
- Safety Management
- Human Resources Management
- Communication Management
- Environment Management
- Claims Management

DRAFT COURSE PLAN FOR PROJECT COMPLEXITY AND RISK ASSESSMENT (PCRA)

- Treasury Board Policy Requirements
- Integrated Investment Plan Relationships
- Organizational Project Management Capacity Assessment (OPMCA)
- Proposed Project Approval Delegations
- Guidelines on How to Conduct PCRA
- Hands-On Exercise

DRAFT COURSE PLAN FOR NPMS BUSINESS PROJECTS - IT-ENABLED (1 DAY)

Activity	Timing
Course Time	8:30-4:00 pm
Introduction: - Welcome, Intro, Logistics	8:30 – 8:50
Ice breaker	8:50 – 9:00
Overview of NPMS - Objectives, Why Adopt, NPMS Policy - OPMCA, PCRA - Investment Plng Process, - Benefits, EMIS, What is NPMS - NPMS Model, Stages - NPMS Principles - OGD, Full vs “Lite”, Roadmaps	9:00 – 10:00
Break	10:15– 10:30
- Screening Tool - Exercise 1: Screening Tool & PCRA (60min) - NPMS Procedures, Knowledge Areas - Departmental Oversight Branch, Project Approvals, Change Management, IM/IT ARB, eCAB - Project Inception Stage - Definition Phase - Statement of Requirement,	10:30-12:00
Lunch	12:00– 1:00
- Exercise 2: SOR (40min) - Project Identification Stage - Initiation Phase - Preliminary Project Plan - Feasibility Phase, Report - Exercise 3: Feasibility (16 min)	1:00 – 2:30
Break	2:30 – 2:45
- Analysis Phase - Business Case-Discussion (5min) - Project Charter-Discussion (5min) - PPA - Identification Close Out Phase - Project Delivery Stage - Planning Phase - Project Management Plan-Discussion (5) - Design Phase, EPA - Implementation Phase, Close Out	2:45 – 3:15
Support, Continuous Improvement	3:15 - 3:30
Final questions and wrap-up	3:30 – 4



Section III - Certifications and Additional Information

Solicitation No.	EJ112-133608	Contact Name	
Procurement Business Number (PBN)		Mailing Address (Contact person)	
Bidder Legal Name		Phone Number (Contact person)	
Applicable Laws	Ontario	E-Mail Address (Contact person)	

1. Certifications

1.1 Certifications Required Precedent to Contract Award

Federal Contractors Program (FCP) for Employment Equity (EE)

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity [FCP Limited Eligibility to bid](#) list available from [Human Resources and Skills Development Canada \(HRSDC\) - Labour's](#) website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the [FCP Limited Eligibility to bid](#), list at the time of contract award.

I understand and certify

Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause of termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability.

I understand and certify

Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

I understand and certify

2. Additional Information

Former Public Servant

Contracts awarded to public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in spending public funds. In order to comply with Treasure Board policies and directives on contracts with FPS, Bidders must provide the information required below before contract award.

"former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a) an individual;
- b) an individual who has incorporated;
- c) a partnership made of former public servants; or
- d) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act \(PSSA\)](#), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S. 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S., 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? Yes No

Signature : _____

Date