



NCR, Materiel Management
200 Kent Street, Station 9W088
Ottawa, Ontario
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FP802-140001

May 23, 2014

Subject: THE CANADIAN COAST GUARD REQUIRES AN INSTRUCTOR(S) WHO CAN PROVIDE MARINE ADVANCED FIRST AID TRAINING IN BOTH ENGLISH AND FRENCH.

ADDENDUM NO. 2

Further to the above mentioned Request for Proposal documentation previously posted on Buy and Sell, Addendum (#2) is hereby issued to revise documents in the Request for Proposal.

Question 1

One of the mandatory requirements (noted on page 50 of the solicitation documents) is that of providing "*proof that the proposed instructor(s) is approved by Transport Canada to teach Marine First Aid*". If we are in the process of having the instructor(s) accredited by Transport Canada and have not yet received final approval, will our bid be discounted?

Answer 1

Instructors have to be in teaching status with the approved certification agency (St-John's Ambulance, Red Cross, ect)

Question 2A

Another mandatory requirement is that of providing "*copies of all training material for assessment purposes*". I have two associated questions:

We fully recognize that this training must be conducted in both official languages. Can we submit one language version only for this assessment?

Answer 2A

no

Question 2B

What will be the assessment criteria and scoring mechanisms to assess the training material as suitable?

Answer 2B

TC course outline

www.tc.gc.ca/eng/marinesafety/tp-tp13008-chapter4-marine-advanced-first-aid-65.htm



Question 3A

The maximum students load is outlined as 64. With regards to the class size, there are several associated questions that will affect our costing model; thus, we are seeking some clarity:

How is the program typically delivered (as this will affect our instructor calculation)?

Answer 3A

As per TC regulation over five days.

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Question 3B

Would all 64 students undergo this training during the same five-day period or would there be a staggered delivery of this training? If staggered, what will be the anticipated, typical class size?

Answer 3B

All training is during the same five-day period

Transport Canada regulation: *The number of trainees in a course must not exceed 12, under the supervision of one accredited instructor.*

Question 3C

Would there be a French course occurring at the same time as an English course? Again, this may affect how many instructors will be required, and affect the costing model.

Answer 3C

Yes

Question 3D

What is the minimum class size?

Answer 3D

6

Question 4

In the solicitation documents, it explains that all costs are to be included the bid. In reviewing the draft Appendix "B" Basis of Payment (page 31 para 7.), it appears that travel and accommodation are to be treated separately. Can you clarify?



Answer 4

All travel is the sole responsibility of the Contractor as per the Travel section in the Statement of Work

Please remove Appendix "B-1"

Question 5

In Appendix "C" Statement of Work, it explains this training is delivered in 5 days (40 hours).

Yet in Appendix "B" Basis of Payment (page 30 para 3.), the definition of a day is 7.5 hours; therefore a 5 day period would be 37.5 hours. Can you clarify the client's exact expectation, so we can calculate accurately?

Answer 5

The Transport Canada course outline mentions a minimum number of hours, while we are asking for a 40 hour course over 5 days.

www.tc.gc.ca/eng/marinesafety/tp-tp13008-chapter4-marine-advanced-first-aid-65.htm

All other Terms and Conditions for this requirement remain unchanged.

Yours truly,

Dave LaForge

Senior Contracting Officer,
NCR Materiel Management, Materiel and Procurement Services