



NCR, Materiel Management
200 Kent Street, Station 9W088
Ottawa, Ontario
K1A 0E6

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. 4

Further to the above mentioned Request for Proposal documentation previously posted on Buy and Sell, Addendum (#4) is hereby issued to revise documents in the Request for Proposal.

Question 1

Are all (up to) 64 candidates to be trained at once? I understand the number may fluctuate and the majority of the training takes place in July, however to meet the ratio of 1 instructor to 12 candidates, I need to know how many instructors I may need to have available at any one time.

Answer 1

All candidates must be trained at once. Contractor will be notified in advance on the class size for planning purposes.

Question 2

Are the French and English classes taught at the same time?

Answer 2

English and french classes must be taught at the same time.

Question 3

Page 39 eludes that the MAFA program is 40 hours, we instructor the 31 hour Canadian Red Cross MAFA. To my knowledge meets Transport Canada's requirements?

Answer 3

The MAFA course must meet the requirements set out by Transport Canada.



Question 4

Page 43 says that the contractor will be provided with on-site classroom space and required equipment (projector, overhead, etc) necessary for delivery of training. Is this equipment necessary for delivering any training, or specific to first aid and CPR training? I.e. are mannequins, AEDs, first aid supplies, etc. supplied as well?

Answer 4

Contractor will be provided with classroom space at the Coast Guard College for the training. Specific teaching aids and courseware required for the delivery of the course (e.g. textbooks, mannequins, first aid kits etc.) are the responsibility of the contractor

Question 5

I realize the RFP calls for both languages, will you consider two contractors, one for each language if needed?

Answer 5

The contract will be awarded as per the Request for Proposal.

Question 6

I would like to clarify Appendix B – 6.1 requests a per student amount “including all associated costs necessary to carry out the required work”. Is this amount to include expected costs for travel, accommodations etc?

Answer 6

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

Please remove Appendix “B-1”

All other Terms and Conditions for this requirement remain unchanged.

Yours truly,

Dave LaForge

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