

**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

**Revision to a Request for a Standing Offer**  
**Révision à une demande d'offre à commandes**  
National Master Standing Offer (NMSO)  
Offre à commandes principale et nationale (OCPN)

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Offer remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'offre 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

<b>Title - Sujet</b> LEARNING SERVICES	
<b>Solicitation No. - N° de l'invitation</b> E60ZH-070003/F	<b>Date</b> 2014-05-28
<b>Client Reference No. - N° de référence du client</b> E60ZH-070003	<b>Amendment No. - N° modif.</b> 001
<b>File No. - N° de dossier</b> 121zh.E60ZH-070003	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$ZH-121-27655	
<b>Date of Original Request for Standing Offer</b> Date de la demande de l'offre à commandes originale 2014-05-22	
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2014-07-11</b>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Steele, Brian	<b>Buyer Id - Id de l'acheteur</b> 121zh
<b>Telephone No. - N° de téléphone</b> (819) 956-3569 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Delivery Required - Livraison exigée</b>	
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	
<b>Security - Sécurité</b> This revision does not change the security requirements of the Offer. Cette révision ne change pas les besoins en matière de sécurité de la présente offre.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Acknowledgement copy required</b>	<b>Yes - Oui</b>	<b>No - Non</b>
<b>Accusé de réception requis</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>The Offeror hereby acknowledges this revision to its Offer.</b> <b>Le proposant constate, par la présente, cette révision à son offre.</b>		
<b>Signature</b>	<b>Date</b>	
Name and title of person authorized to sign on behalf of offeror. (type or print) Nom et titre de la personne autorisée à signer au nom du proposant. (taper ou écrire en caractères d'imprimerie)		
<b>For the Minister - Pour le Ministre</b>		

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**TITLE: LEARNING SERVICES****REASON FOR AMENDMENT:**

1. To respond to questions that were asked.
  2. To amend Attachment D, Standing Offer Financial Evaluation
  3. To amend Annex A, Requirements
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**1. Respond to Questions that were asked.****Question # 1**

We currently are under SA for Learning Services. We signed an extension making it valid through to November 30, 2014.

Regarding E60ZH-070003/F, is this a refresh for the Learning Services SA? If we are to remain on the Learning Services SA, would we be required to respond by the closing date of July 112, 2014? Thank you!

**Answer # 1**

Existing SA Holders are permitted to provide a Grandfather Certification (Attachment G) that they still meet the mandatory requirements of the previous solicitation in place of submitting a technical bid.

**Question # 2**

What is meant by, "With the possibility of new Offerors and new rates, existing Offerors may no longer be considered "Active" based on the evaluation methodology"? Will signing & submitting the Grandfather Certification change our status to Active?

**Answer # 2**

The Grandfather Certification is for Existing Standing Offer Holders and Existing Supply Arrangement Holders only. The Grandfather Certification is for those who wish to rely on information previously submitted to demonstrate compliance in their bid with a mandatory criteria of this bid solicitation for the Streams they currently hold as a result of the previous solicitation E60ZH-070003/D. No technical bid is required if a Standing Offer Holder and/or Supply Arrangement Holder is not submitting a bid to add additional Streams not currently offered. However, a financial bid must be submitted for a bid containing an offer for a Standing Offer (New Bidders and Existing Standing Offer Holders).

**Question # 3**

What is meant by "existing SO Holders must submit rates through the Data Collection Component (DCC) of the Supplier's Module of the CPSS" We hold an SA, does this still apply?

**Answer # 3**

Both New Bidders and Existing SO Holders must submit their rates for each Region and Sub-Region for which the Bidder is proposing to offer a Category of Personnel/ Stream of Work.

Instructions to access the Data Collection Component (DCC) can be found at clause 1.4 of Part 3 - Bid Preparation Instructions.

#### **Question # 4**

Do we need to do anything with the Suppliers Response – Home of E60ZH-070003/F of CPSS, ie add Contacts, select a Tier, etc.

#### **Answer # 4**

Refer to Part 3 - Bid Preparation Instruction for more details of the Suppliers Response.

## **2. Amend Attachment D, Standing Offer Financial Evaluation**

DELETE Attachment D, Standing Offer Financial Evaluation in its ENTIRETY and REPLACE with the following:

### **ATTACHMENT D STANDING OFFER FINANCIAL EVALUATION**

- (a) Offerors must submit a Financial Offer in response to this RFSO for the Streams for which they are bidding.
- (b) With the possibility of new Offerors and new rates, existing Offerors may no longer be considered "Active" based on the evaluation methodology. In accordance with the financial evaluation defined below, existing SO Holders must submit rates through the Data Collection Component (DCC of the Supplier's Module of the CPSS).

#### **FOR STREAMS 1 - 7**

##### **1. Provision of firm all inclusive per diem rates**

The Offeror must provide firm per diem rate for all Levels of Expertise (i.e. Junior, Intermediate, Senior) for each Resource Category for each Stream in each Region and sub-region the Offeror is submitting an Offer.

The firm all inclusive per diem rates are to be, in Canadian dollars, Applicable Tax extra, as applicable.

- (a) For Canadian-based Offerors, firm all inclusive per diem rates must be with Canadian customs duties and excise taxes as applicable included.
- (b) For foreign-based Offerors, firm all inclusive per diem rates must include Canadian customs duties and excise taxes, as applicable.

##### **2. Conduct of Financial Evaluation**

PWGSC will conduct the financial evaluation based on the methodology detailed below using the firm all inclusive per diem rates proposed by the Offeror .

- (a) For the technically responsive Offerors, the financial offers submitted in response to this solicitation will be assessed independently.
- (b) The following steps will be taken for each Category Level in each Region and sub-region:
- Definition of Original Median - the median calculated from all technically responsive offers submitted in the RFSO
  - Definition of Adjusted Median - the median calculated by removing all offers greater than 30% and all offers lower than minus 30% of the Original Median.
- Step 1** Each Offeror will have a "total evaluated cost" calculated for every Category Level in each Region and sub-region it submitted an Offer. The total evaluated cost will be determined in accordance with the Financial Offer template in Attachment "F".
- Step 2** An "Original Median" will be calculated for every Category Level using the Total Evaluated Cost calculated in Step 1. A median is the middle offer in a set of offers whereby half the offers are greater and half are lower. For example in the set {100, 150, 200, 400, 900}, the median is 200.
- Step 3**
- (i) Each of the remaining offers that have a 'total evaluated cost' that falls outside the "Original Median" band of plus or minus 30% for a Category Level will be removed from the total evaluated cost population.
  - (ii) The "Adjusted Median" will be based on those offers with a total evaluated costs falling within the "Original Median" band of plus or minus 30% for the Category Level.
- Step 4**
- (i) Any Offeror proposing a total evaluated cost greater than the "Adjusted Median" band of plus 30% will be considered not financially compliant and will be considered "Inactive" and will receive no further consideration for that Category Level. The Offeror will not be available to Identified User for any new requirements raised under the SO for that specific Category Level for the SO period.
  - (ii) Any Offeror proposing a total evaluated cost that is less than or equal to the "Adjusted Median" band of plus 30% will be considered compliant for that specific Category Level.

## FOR STREAM 8

### 1. Provision of firm all inclusive per diem rates

The Offeror must provide firm per diem rate for all Levels of Expertise (i.e. Junior, Intermediate, Senior) for each Resource Category in each Region and sub-region the Offeror is submitting an Offer.

The firm all inclusive per diem rates are to be, in Canadian dollars, Applicable Tax extra, as applicable.

- (a) For Canadian-based Offerors, firm all inclusive per diem rates must be with Canadian customs duties and excise taxes as applicable included.
- (b) For foreign-based Offerors, firm all inclusive per diem rates must include Canadian customs duties and excise taxes, as applicable.

## 2. Conduct of Financial Evaluation

PWGSC will conduct the financial evaluation based on the methodology detailed below using the firm all inclusive per diem rates proposed by the Offeror .

- (a) For the technically responsive Offerors, the financial offers submitted in response to this solicitation will be assessed independently.
- (b) The following steps will be taken for each Category in each Region and sub-region:
  - Definition of Original Median - the median calculated from all technically responsive offers submitted in the RFSO
  - Definition of Adjusted Median - the median calculated by removing all offers greater than 30% and all offers lower than minus 30% of the Original Median.

- Step 1** Each Offeror will have a "total evaluated cost" calculated for each Category Level in the Stream in each Region and sub-region it submitted an Offer. The total evaluated cost will be determined in accordance with the Financial Offer template in Attachment "F".
- Step 2** An "Original Median" will be calculated for every Category Level using the Total Evaluated Cost calculated in Step 1. A median is the middle offer in a set of offers whereby half the offers are greater and half are lower. For example in the set {100, 150, 200, 400, 900}, the median is 200.
- Step 3**
  - (i) Each of the remaining offers that have a 'total evaluated cost' that falls outside the "Original Median" band of plus or minus 30% for a Category will be removed from the total evaluated cost population.
  - (ii) The "Adjusted Median" will be based on those offers with a total evaluated costs falling within the "Original Median" band of plus or minus 30% for the Category.
- Step 4**
  - (i) Any Offeror proposing a total evaluated cost greater than the "Adjusted Median" band of plus 30% will be considered not financially compliant and will be considered "Inactive" and will receive no further consideration for that Category. The Offeror will not be available to Identified Users for any new requirements raised under the SO for that specific Category for the SO period.
  - (ii) Any Offeror proposing a total evaluated cost that is less than or equal to the "Adjusted Median" band of plus 30% will be considered compliant for that specific Category. The Offeror will be authorized for use by Identified Users for those Consultant Categories and Levels of Expertise within that specific Stream for the SO period.

## 2. Amend Annex A, Requirements

DELETE clause 3.8.1.1 in its ENTIRETY and REPLACE with the following:

- 3.8.1.1 Instructors may be used to teach government owned training in any of the subject areas identified below. Subject areas are based upon the content and not the target population.

Solicitation No. - N° de l'invitation

E60ZH-070003/F

Amd. No. - N° de la modif.

001

Buyer ID - Id de l'acheteur

121zh

Client Ref. No. - N° de réf. du client

E60ZH-070003

File No. - N° du dossier

121zhE60ZH-070003

CCC No./N° CCC - FMS No/ N° VME

- 
- a. Human Resources;
  - b. Finance;
  - c. Management Skills;
  - d. Leadership Development;
  - e. Change Management;
  - f. Project Management;
  - g. Career Counselling;
  - h. Environment;
  - i. Energy Management;
  - j. Military Occupation Training;
  - k. Public Safety;
  - l. Health & Safety;
  - m. Information Technology;
  - n. Health Services
  - o. General (subject area to be identified in the resulting call-up or bid solicitation)

**\*\*NOTE**

**Bidders who have already registered with CPSS and have started their Learning Services bid submission E60ZH-070003/F in the Data Collection Component please note that Levels (Junior, Intermediate and Senior) have been updated in the DCC Solicitation for the Category Instructor – Health Services under Stream 8. For those supplier who wish to offer this Category under Stream 8, you must go back into the Solicitation in the DCC to ensure that you have entered rates for all levels prior to submitting your bid in the DCC**

**ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME**