

**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> 2014-06-10
<b>Client Reference No. - N° de référence du client</b> E60ZH-070003	<b>Amendment No. - N° modif.</b> 004
<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. Amend Part 5 - Certification
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**1. Respond to Questions that were asked.****Question # 8**

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, existing SO Holders must submit rates through the Data Collection Component (DCC) of the Supplier's Module of the CPSS.

Can you please elaborate on what is meant by " Existing Offerors may no longer be considered "Active" based on the evaluation methodology"?

**Answer # 8**

Existing Offerors are Existing Standing Offer Holders. Existing Offerors must submit rates through the Data Collection Component (DCC) of the Supplier's Module of the CPSS, their rates will be evaluated against the Standing Offer Financial Evaluation found in Attachment D of this solicitation. Any Existing Offeror considered not financially compliant will be considered "Inactive" (removed from the CPSS Search Module)and will receive no futher consideration for that Stream/Category.

**Question # 9**

The mandatory requirements for all streams include the wording "...similar in nature to those described in Annex "A" Requirements to Outside Clients\*\*...". We cannot find the end-note that the "\*\*\*" mark seems to be referring to. Could the client please confirm what their definition of an Outside Client is?

**Answer # 9**

Outside Client refers to a client that is external to the Offeror's/Supplier's own organization. Parent companies, affiliates, and subsidiaries are considered internal.

**Question # 10**

Can projects be used as references with a start date outside the 5 year span, so long as the amount billed only represents time within the past 5 years (as of bid posting)?

**Answer # 10**

Yes, projects with a start date outside the 5 year span can be proposed, however, the proposed value of the project must only be the billed value for the specific services provided against the specific mandatory criteria, within the 5 years. Any billed services of the project that are not

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within the scope of the mandatory technical criterion, must be removed from the proposed billed value for that specific project.

**Question # 11**

As Lean is an important continuous improvement strategy to reaching the goal of lean processes noted in Destination 2020, is Lean Training being considered as part of this Supply Arrangement? In particular, would this be included under the training subject areas for Stream 8 – Training delivery (subsection 3.8.1.1 - page 115) or would there be other streams that this may fall under?

**Answer # 11**

Lean Training is not being considered as a part of this Request for Standing Offer / Supply Arrangement at this time. Stream 8 - Training Delivery is for the delivery of government owed training only. If an Identified User (government department) has a requirement for an Instructor to deliver a government owned course for Lean Training, they may use Stream 8 - Training Delivery to satisfy their requirement.

**Question # 12**

RE: Item 1.5 Bid Submission Grid

In the introduction to the bid submission grid, "Print" indicates that the bidder must print and sign a certification and include it with the hard copy of the bid. In the grid, Mandatory M.2 (a) through (h) indicate that new bidders are to enter information into the DCC and "Print". Please confirm that in this context "Print" refers to the completed MS Excel Technical Response Template.

**Answer # 12**

In this context (Technical Bid), a New Learning Services Bidder must Print their completed MS Excel Technical Response Template found at Attachment E of the RFSO/RFSAs and submit it with their bid to the Bid Receiving Unit by the submission due date.

**Question # 13**

RE: Part 5, Item 1.a.ii

Please confirm that the Bidder's Statement (All bidders) should refer to Attachment G.

**Answer # 13**

The Bidder's Statement should refer to Attachment G. See amendment below.

**Question # 14**

RE: Attachment E (Page 40 of the RFSO) and Attachment E (Excel Response Template)

Attachment E in the RFSO (page 40) indicates that the CPSS system has replaced the Technical Response Template. Please confirm that the CPSS system is not entirely replacing the MS

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Excel Technical Response Template and that the MS Excel Technical Response Template is to be completed and filled out as part of the Technical Bid.

**Answer # 14**

The CPSS system is not entirely replacing the MS Excel Technical Response Template and New Learning Services Bidders and Existing Learning Services Holders applying for additional Regions, Streams and/or categories of resources must also complete and fill out the MS Excel Technical Response Template and submit it with their bid to the Bid Receiving Unit by the submission due date.

**Question # 15**

The document indicates that each bid may result in either a Supply Arrangement, a Standing Offer, or both. Would you please explain the difference between the two?

**Answer # 15**

A standing offer is not a contract. A standing offer is an offer from a potential supplier to provide goods and/or services at pre-arranged prices, under set terms and conditions, when and if required. It is not a contract until the government issues a "call-up" against the standing offer. The government is under no actual obligation to purchase until that time.

A supply arrangement is a method of supply used by Public Works and Government Services Canada (PWGSC) to procure goods and services. Like standing offers, it is not a contract and neither party is legally bound as a result of signing a supply arrangement alone.

Supply arrangements include a set of predetermined conditions that will apply to bid solicitations and resulting contracts. They allow client departments to solicit bids from a pool of pre-qualified suppliers for specific requirements. This differs from standing offers that only allow client departments to accept a portion of a requirement already defined and priced. Many supply arrangements include ceiling prices which allow client departments to negotiate the price downward based on the specific requirement.

**Question # 16**

Section I - Technical Bid - is done from the grid on page 15, is that right? Am I going to find the same grid on the web module?

**Answer # 16**

The Bid Submission Grid found on page 15 of the solicitation is to assist Bidders with their bid preparation and bid submission. The Bid Submission Grid found on page 15 will not be found on the Data Collection Component of the Supplier's Module of CPSS. Refer to Question and Answer # 14 above for additional information.

**Question # 17**

Section II - Financial Bid - is done from the CPSS module. Is it also necessary to send a print copy of the financial bid? If so, is there a form to be filled out?

**Answer # 17**

The financial bid must only be submitted through the Data Collection Component (DCC) of the Supplier's Module of the CPSS.

**Question # 18**

Attachment D - Standing Officer Financial Evaluation

It is indicated that offerors must submit a Financial Offer in response to this RFSO for the Streams for which they are bidding.

I am not sure that I understand...do you want an hourly rate for all levels of expertise? If so, do we have to complete this section by following the instructions in Annex E - Basis of Payment?

**Answer # 18**

The Offeror must provide firm all inclusive per diem rates for all Levels of Expertise (ie. Junior, Intermediate, Senior) for each Resource Category for each Stream in each Region and Sub-Region the Offeror is submitting an Offer. Details of the financial requirements are identified in Attachment D, Standing Offer Financial Evaluation.

**Question # 19**

What is the difference between this Attachment (D) and Section II - Financial Bid?

**Answer # 19**

Attachment D, Standing Offer Financial Evaluation describes how the financial evaluation will be conducted and Section II - Financial Bid is instructions to the Bidder pertaining to how the financial bid is submitted.

**Question # 20**

Component II - Standing Offer and Component III - Request for Supply Arrangement

Complete in accordance with the grid and the criteria in Attachment B - Standing Offer Technical Evaluation

For each stream for which the supplier is bidding, the Supplier must have billed a total cumulative dollar value of \$150,000...what do we need to provide as proof? The invoice itself?

**Answer # 20**

The MS Technical Response Template must be completed for each field identified. The 'Project Description' should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Any billed services of the project that are not within the scope of the mandatory technical criterion, must be removed from the proposed billed value for that specific project. Proof of dollar value is not required with the bid. 'Substantiation References' for each project may be validated during bid evaluations.

**Question # 21**

I understand that for each stream chosen, we have to submit one project. Are the "Bid Preparation Instructions" sufficient?

**Answer # 21**

Bidders are not limited to one project submission per stream. Bidders may submit multiple projects for a cumulative billed value to meet the criteria for the Stream of which they are submitting a bid for.

**Question # 22**

Reference to Annex A - Requirements - section 3.0

Do the résumés of the prospective resources, regardless of whether they are the senior, intermediate or junior advisor, need to be submitted? Or is this section only defining the criteria that will be applicable when we submit a bid?

**Answer # 22**

This bid solicitation awards offers and arrangements based upon an evaluation that does not assess the personnel that may be provided by the bidder after the award of a Standing Offer or Supply Arrangement. As it does not require the submission of individual resources, resumes are not requested and should not be submitted with a Bidder's bid.

**Question # 23**

With respect to Annexes A, B, C, D, E, F and G: do they have to be completed, or are they in the document for information purposes?

**Answer # 23**

All of the Annexes are supporting documentation for the award of a Standing Offer and/or Supply Arrangement. The Annexes are not to be completed in response to this solicitation.

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**2. Amend Part 5 - Certifications**

DELETE clause 1. a. ii. in its ENTIRETY and REPLACE with the following:

- ii. The Bidder's Statement (All bidders) - see Attachment G of this bid solicitation.