

AMENDMENT NO.1 TO SOLICITATION 1000161246

This Amendment No. 1 to Solicitation # 1000161246 is raised to answer the following questions:

Q1: The rfp requests 5 resources – 1 from each category. However, the work breakdown structure timelines only takes into consideration level of effort for a graphic / programmer. There are no work tasks or time allotted for the instructional designer, or a photographer. There are no days allotted for project management either.

A1: Section '4.2 Schedule and Estimated Level of Effort (Work Breakdown Structure) Contract Award' is an approximate and a birds-eye view of the planned work.

Q2: Does this initiative require an instructional designer to develop the storyboards, or has this been assigned to the contractor already working on the project?

A2: Please refer to section '5.0 Required Resources or Types of Roles to be performed' (pp. 11-13).

Q3.1: What instructional design tasks will be required for this rfp?

A3.1: Please refer to section '5.0 Required Resources or Types of Roles to be performed' (pp. 11- 13).

Q3.2: What project management tasks will be required?

A3.2: Please refer to section '5.0 Required Resources or Types of Roles to be performed' (pp. 11-12).

Q4: Is the maximum amount of days for this project 56? Does this include all categories of resources?

A4: There is no maximum amount of days allotted for this project Section '4.2 Schedule and Estimated Level of Effort (Work Breakdown Structure) Contract Award' is an approximate and a birds-eye view of the planned work only; it does NOT indicate amount of effort required. However, the work is expected to be initiated upon contract award and to be completed by March 2015.

Delite:

8.0 Pricing Schedule

The Supplier's per diem rates for the proposed Categories of Personnel are as follows:					
CONTRACT PERIOD: <u>(Date of Contract to March 31, 2015)</u>					
	(B)	(C)	(D)	(E)	(G)
Category of Personnel	Level of Expertise	Name of Proposed Resource	Number of Days	Firm Per Diem Rate	Total Cost (D(ExF))
Web Graphics Designer Programmer Analyst Courseware Developer Technical Writer Quality Assurance Specialist/Analyst Project Manager 	Level 1	TBD	Up to 56	\$	
		TBD			
Total Estimated Initial Contract Cost:					\$

Inserte:

The Supplier's per diem rates for the proposed Categories of Personnel are as follows:					
CONTRACT PERIOD: <u>(Date of Contract to March 31, 2015)</u>					
	(B)	(C)	(D)	(E)	(G)
Category of Personnel	Level of Expertise	Name of Proposed Resource	Number of Days	Firm Per Diem Rate	Total Cost (D(ExF))
Web Graphics Designer Programmer Analyst Courseware Developer Technical Writer Quality Assurance Specialist/Analyst Project Manager	Level 1	TBD		\$	
		TBD			
Total Estimated Initial Contract Cost:					\$

“The total Contract value may not exceed \$75,000.00 including taxes. All cost/price proposals exceeding this value will render the Bidder’s cost/price proposal non-responsive, and given no further consideration.

Q5: What is the estimated duration of the e-learning product in English?

A5: There is no specified duration. However, the length of the product should be optimal for the target audience’s *engagement* and learning.

Q6: What does the term ‘Program’ mean? (ie. Revision by Program – section 4.2 page 11)

A6: “Program” refers to the Communicable Disease Emergency and Infection Prevention and Control program within the First Nations and Inuit Health Branch at Health Canada. It includes communicable disease emergency coordinator, nurse advisors, program officers, Communicable Disease Control director and other members.

Q7: The timeline dates begin August 25. As this rfp is due Sept 15, is the deadline for the project still March 2015?

A7: This is just an estimated timeline, which will be adjusted when the contract is awarded. However, the project deadline remains March 2015.

Q8: In the pricing schedule on page 26, what does the Level 1 expertise refer to? How many years of experience do you want the team to have?

A8: Please refer to the ‘Occupational Minimum Mandatory Qualifications’ in section ‘5.0 Required Resources or Types of Roles to be performed’.

Q9: The pricing schedule category of personnel also includes a technical writer. This has not been referred to in the rfp. Please clarify.

A9: A technical writer with specific expertise in IPC is not warranted, but a technical writer for ensuring quality of language and translation of IPC content into interactive modules is necessary. This role can be fulfilled by any person on the bidding team.

Q10: Is solicitation 1000161246 (Development of user-friendly and interactive Healthcare Facility Custodial Staff Training Modules application) open to all bidders or only proponents that are registered suppliers?

A10: Solicitation 1000161246 is open to all bidders.

Q11: Would you please advise on who is the current incumbent contractor developing the content for the IPC modules?

A11: There is no current incumbent contractor. This is a new request.

Q12: I would appreciate being added to any Q&A’s distributed as part of this RFP to inform a potential response.

A12: This request is posted on Buy and Sell. All Questions and Answers will be posted on Buy and Sell.

Q13: In section "1.4 Objectives of the Requirement," it states "The objective of this requirement is to award a contract to a qualified contractor capable of providing HC with eLearning-related instructional design, course development, graphic design, and application programming services."

AND

In section "2.1.1 Tasks," it states "After viewing the existing modules and feedback received from pilot tests and regional offices the contractor will create the eLearning course using industry best practices. The following steps must be adhered: Instructional design plans will be created. HC will review and provide documentation approvals. Scripts will be created to define the content based on the IPC expert matter scripts" etc.

BUT

In section "1.5 Background, Assumptions and Specific Scope of the Requirement," it states that "At present, a contractor is working on developing the content of 10-12 IPC modules based on feedback obtained from pilot tests. **This contract is needed to create graphics, animation, narration, audio, video and photos to enhance these modules and to create accurate, consistent and appealing multi-media learning products for First Nations custodial staff.**" (emphasis mine).

My question is this: Does this RFP include an instructional design and course development requirement (as per section 1.4 and 2.1.1) or is another contractor working on that part of the project (as per section 1.5) and the RFP is only for graphics, animation, narration etc.?

A13: As per section '1.5 Background, Assumptions and Specific Scope of the Requirement': A contractor has developed the content of 10-12 IPC modules based on feedback obtained from pilot tests. This contract is needed to create graphics, animation, narration, audio, video and photos to enhance these modules and to create accurate, consistent and appealing multi-media learning products for First Nations custodial staff.

Q. 14: Please confirm the dates for the project schedule outlined on pg. 11 of the RFP. The preliminary meeting date (August 25, 2014) has already passed.

Is there any flexibility in the March 2 completion date?

A.14: This is just an estimated timeline, which will be adjusted when the contract is awarded. However, the project deadline remains before March 31st 2015.

Q.15: Please verify the number of on-site meetings required to complete the project.

A.15: We are anticipating between 1 and 3 on-site meeting. At least one on-site meeting at the beginning of the project, maybe one in the middle of the project and one at the end.

Q.16: 16. What is the anticipated learning time for the proposed modules? (How long should they take to complete?)

A.16: There is no specified duration. However, the length of the product should be optimal for the target audience's *engagement* and learning.

Q.17: Are any of the materials produced for the pilot test available at this stage of the procurement process?

A.17: We cannot provide the material from the pilot test at this stage of the procurement process. The material from the pilot test will be available to the contractor once the contract is awarded.

Q.18: Is solicitation 1000161246 open to all bidders or only proponents that are registered suppliers?

A.18: It is open to all bidders.

Q.19: Section A7 of the RFP states "you are invited to submit electronic copies in either official language" but section A8 indicates that bids must be in separate envelopes, suggesting bids must be in hard copy. Please confirm if bids must be submitted in hard copy, or if they can be submitted electronically.

A.19: Bids must be submitted electronically.

ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.