

RFSA file no. 201402377

Question 32

On page 4, paragraph 1.8, could you tell us how to go about obtaining and completing the CMHC/SCHL 3085 form?

Answer 32

The CMHC/SCHL 3085 form is only sent to the supplier before a contract is signed.

Question 33

On page 12, it is indicated that CMHC may select suppliers based on the qualifications listed. How do you want the contractor to demonstrate these qualifications? Will completing the table in appendix A be sufficient?

Answer 33

To demonstrate these qualifications, the proponent must provide the information set out in paragraph 4.4, Offeror's Qualifications, and complete the table in appendix A.

Question 34

Could you confirm that pages 30 and 31 were inadvertently included in the document?

Answer 34

Schedules A and B, on pages 30 and 31, form an integral part of the supply arrangement (SA) and of the clauses, terms and conditions of any contract awarded under the SA.

Question 35

On page 32 (Appendix A), under theme 2, the subtheme "Train-the-trainer, designer or task training" is very general and therefore undefined. What are the specific areas sought by CMHC?

Answer 35

Train the trainer

In some cases, employees must provide training to external clients on CMHC products and services. Train-the-trainer courses should help give a training structure on adult training techniques and learning methods such as icebreakers.

Train the designer

In their teams, some employees or managers are responsible for designing and producing integration programs for new employees. These integration programs require the learning of technical knowledge and other information related to the position.

Train for task training

Employees do not always have the structure to design a task training program; the aim is to give coaching to employees in order to structure their task training program.

Question 36:

Section 3.2 identifies the statement of Services and lists topics and subtopics. Do you have established delivery channels you current use (e.g. face to face classroom, online classroom, e-learning)? If so, what are the delivery channels?

Answer 36:

Depending on the business requirements, we use different delivery channels i.e. in-class, instructor-led or live, and online webinars.

Question 37:

Will you be providing an updated copy of Appendix B Certificate of Submission for signing purposes or should vendors remove item 11 as outlined in the Addendum?

Answer 37:

An updated Appendix B has been posted on buyandsell on September 5, 2014.

Question 38:

Would it be possible to propose more than 5 resources?

Answer 38:

As per Section 4.4 b) of the RFSA, offerors must provide a maximum of 5 résumés for key resources i.e. trainers and facilitators within your area of expertise and/or specialization and/or persons assigned to the CMHC account. Following this RFSA process, SA holders can propose additional resources when submitting proposals for contracting processes.

Question 39:

In the Section 3: Response to Statement of Services, you list the learning and development topics and subtopics which are also outlined in Appendix A. Aside from information regarding our qualifications (as listed in the bullet points under Section 3.2) is there any additional topic specific information required here other than the title and course description that we will be including in Appendix A.

Answer 39:

The language of Service provided (4th column) of the table - Appendix A.

Question 40:

Is there any additional information regarding specifics of what you might be looking for under Schedule B – manner of payment?

Answer 40:

The Schedule B on page 31 forms part of the supply arrangement and resulting contract clauses, terms and conditions for any contracts awarded under the SA. No information is required from offerors at this point.