

Questions and Answers for solicitation number K2A00-14-0005

Question 1 - Is the \$50K budget quoted on page 23 of the RFP the correct figure? With the removal of \$10K for travel, your maximum budget for the training fees is \$40K. With your estimate of 40 days of training required (34 days training plus approximately 6 days worth of coaching/small group), do we understand that you are, in effect, placing a maximum of no more than a per diem fee of \$1,000.00?

Answer 1 - The 50K is the total budget for the project – Travel amount is only an estimate. The Financial bid will receive a weight of 30%

Question 2 - Regarding Anne B, "Basis of Payment," you provide space for only the total costs for all the work. Do you not require fees for each of the four methods of delivery, corresponding to the statement of work on page 21?

- 1-day (7.5 hours) classroom sessions
- Half-day (4 hours) classroom sessions for Directors
- One-on-one coaching
- Small group coaching

Answer 2 - See price breakdown, page 7, section II: Article 1.1

NUMBER OF PARTICIPANTS

Question 3 - How many participants do you expect per session in Ottawa?

Answer 3 – Maximum of 25 participants per session

Question 4 - How many sessions in the NCR do you expect will be in English and how many in French?

Answer 4 – **10 in English and 10 in French**

Question 5 - How many participants do you expect in total or for each of the seven sessions of the half-day sessions for Directors?

Answer 5 – a maximum of 5 per sessions

Question 6 - For Directors in the NCR, how many sessions for do you expect will be in English and how many in French?

Answer 6 – half and half

Question 7 - Does the total of 650 people to be trained include the Directors?

Answer 7 - Yes, a maximum of 650 employees maximum

Question 8 - Will all the participants in the one-on-one or small group coaching have attended a course?

Answer 8 - Yes, as per scope of work page 20.

Question 9 - How many participants do you expect in the small group coaching sessions?

Answer 9 – A maximum of 6

Question 10 - How do you envision these small group sessions working, compared to the class format?

Answer 10 – Sessions will be a follow-up on remaining questions and will provide tailored information to respond to specific needs of some participants.

Question 11 - How long will each small group session be?

Answer 11 – One or two hours

Question 12 - Each one-on-one session?

Answer 12 – Maximum 1 hour

Question 13 - Will instructors meet multiple people over the course of a day?

Answer 13 – As many as schedule permits

CONTENT

Question 14 - Do you expect that the content of the half-day version of the course for Directors to be a condensed version of the 1-day course based on the same content? Or will different or new material be presented?

Answer 14 – The executive sessions must reflect the requirements associated with the duties

REFERENCES

Question 15 - Regarding page 12, Section 3, how many references do you require? If we only receive 5 points per project for a total of 15 points, do you still want full details on all of the projects that we have conducted in the past 7 years, or just full information on the ones you will use as references.

Answer 15 - Only 3 projects will be evaluate

COURSE DELIVERY DATES

Question 16 - Page 21, section 3, states that training will take place between September 2014 and February 1, 2015. Is this correct?

Answer 16 - The dates has been changed to **Dec 2014 to 31 Mar 2015** as per amendment #1 published on buyandsell.gc.ca.

EXPERIENCE

Question 17 - Regarding page 11, Section 3, "Project Team Experience," how will you award points for experience? Will an team who has taught 1 session a year for 10 years (a total of 10 sessions) get the same number of points as a team who has taught 5 sessions a year for 10 year (A total of 50 sessions)

Answer 17 - The team' experience will be added to maximum of 15 points – 1 point per year of experience

Question 18 - Regarding page 12, Section 3, "Project Team Experience," Will senior executives be in a class with others or will have they have their own dedicated sessions?

Answer 18 - As per page 21, Directors will have their own dedicated sessions

Question 19 - For our experience dealing with executives, do you want sessions per year or just the number of years?

Answer 19 - We want to have the number of years of experience

SUBMISSION

Question 20 - Can we submit an electronic copy of our proposal rather than paper copies?

Answer 20 - All bid MUST be submitted as hard copies as per Bid Preparation Instructions, page 6 and 7.