

**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 0B2 / Noyau 0B2  
Gatineau, Québec K1A 0S5  
Bid Fax: (819) 997-9776

**Revision to a Request for Supply  
Arrangement - Révision à une demande  
pour un arrangement en matière  
d'approvisionnement**

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

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation 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/H	<b>Date</b> 2015-03-18
<b>Client Reference No. - N° de référence du client</b> E60ZH-070003	<b>Amendment No. - N° modif.</b> 007
<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-121-28308	
<b>Date of Original Request for Supply Arrangement</b> 2015-01-06 <b>Date de demande pour un arrangement en matière d'app. originale</b>	
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-07-13</b>	
<b>Time Zone</b> Fuseau horaire Eastern Standard Time EST	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Deslauriers, Jean-Sébastien	<b>Buyer Id - Id de l'acheteur</b> 121zh
<b>Telephone No. - N° de téléphone</b> (819) 934-1423 ( )	<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> See Herein	
<b>Security - Sécurité</b> This revision does not change the security requirements of the solicitation. Cette révision ne change pas les besoins en matière de sécurité de l'invitation.	

**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>		

Solicitation No. - N° de l'invitation

E60ZH-070003/H

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

E60ZH-070003

Amd. No. - N° de la modif.

007

File No. - N° du dossier

121zhE60ZH-070003

Buyer ID - Id de l'acheteur

121zh

CCC No./N° CCC - FMS No/ N° VME

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See Attached Document

**This Amendment 007 is to include fiscal year reporting by Department for 2014 that was not included in Amendment 004, to add usage by Region/Stream/Category and to answer additional questions.**

**Summary SA Usage report by Departments/Regions/Stream – Categories 2013/2014**

**Grand Total \$3,494,263.75**

**Canada Border Services Agency (CBSA) \$147,396.00**

**Reporting Period** Q4-Jan-March 13-14 \$147,396.00 (Stream 2 Instructional Design and Development Services - Instructional Designer) – Atlantic Region

**Canada School of Public Service \$79,665.00**

**Reporting Period** Q1-Apr-June 14-15 \$55,087.50 (Stream 1 Strategic Learning Advisory Services – Strategic Learning Advisor) - NCR

**Reporting Period** Q3-Oct-Dec 14-15 \$24,577.50 (Stream 1 Strategic Learning Advisory Services – Strategic Learning Advisor) - National Zone

**Communications Security Establishment \$275,171.95**

**Reporting Period** Q2-July-Sept 13-14 \$188,936.00 (Stream 8 Training Delivery – Training Facilitator) - NCR

**Reporting Period** Q4-Jan-March 13-14 \$86,235.95 (Stream 3 Custom eLearning Product Programming – Custom eLearning Product Programmer, Stream 5 Quality Assurance – Quality Assurance Specialist, Stream 6 - Multi-Media Design & Development – Graphic Designer, Stream 7 Project Management Services – Project Manager) – NCR

**Employment and Social Development Canada \$934,825.04**

**Reporting Period** Q2-July-Sept 13-14 \$226,000.00 \*(Streams or Categories not provided) – National Zone

**Reporting Period** Q2-July-Sept 13-14 \$395,000.00 (Stream 2 Instructional Design and Development Services - Instructional Designer, Stream 3 Custom eLearning Product Programming – Custom eLearning Product Programmer, Stream 4 Rapid eLearning Product Programming – Rapid eLearning Product Programmer, Stream 5 Quality Assurance – Quality Assurance Specialist, Stream 6 - Multi-Media Design & Development – Graphic Designer, Animator, Narrator, Multi-Media, Audio, Stream 7 Project Management Services – Project Manager) – National Zone

**Reporting Period** Q3-Oct-Dec 13-14 \$39,069.61 (Stream 2 Instructional Design and Development Services - Instructional Designer, Stream 3 Custom eLearning Product Programming – Custom eLearning Product Programmer, Stream 4 Rapid eLearning Product Programming – Rapid eLearning Product Programmer, Stream 6 - Multi-Media Design & Development – Graphic Designer, Narrator, Stream 7 Project Management Services – Project Manager) – National Zone

**Reporting Period** Q3-Oct-Dec 13-14 \$24,420.72 (Stream 2 Instructional Design and Development Services - Instructional Designer, Stream 3 Custom eLearning Product Programming – Custom eLearning Product Programmer, Stream 4 Rapid eLearning Product Programming – Rapid eLearning Product Programmer, Stream 6 - Multi-Media Design & Development – Graphic Designer, Narrator, Stream 7 Project Management Services – Project Manager) – National Zone

**Reporting Period** Q4-Jan - March 13-14 \$94,513.24 (Stream 2 Instructional Design and Development Services - Instructional Designer, Stream 3 Custom eLearning Product

Programming – Custom eLearning Product Programmer, Stream 4 Rapid eLearning Product Programming – Rapid eLearning Product Programmer, Stream 6 - Multi-Media Design & Development – Graphic Designer, Narrator, Stream 7 Project Management Services – Project Manager) – Halifax

[Reporting Period](#) Q4-Jan - March 13-14 \$25,971.48 (Stream 2 Instructional Design and Development Services - Instructional Designer, Stream 4 Rapid eLearning Product Programming – Rapid eLearning Product Programmer, Stream 6 - Multi-Media Design & Development – Graphic Designer, Stream 7 Project Management Services – Project Manager) - Atlantic

[Reporting Period](#) Q4-Jan - March 13-14 \$24,028.74 \*(Streams or Categories not provided) – NCR

[Reporting Period](#) Q3-Oct-Dec 14-15 \$89,981.25 (Stream 2 Instructional Design and Development Services - Instructional Designer, Stream 4 Rapid eLearning Product Programming – Rapid eLearning Product Programmer, Stream 6 - Multi-Media Design & Development – Graphic Designer, Narrator, Stream 7 Project Management Services – Project Manager) – Halifax

[Reporting Period](#) Q3-Oct-Dec 14-15 \$15,840.00 (Stream 4 Rapid eLearning Product Programming – Rapid eLearning Product Programmer, Stream 6 - Multi-Media Design & Development – Graphic Designer, Narrator, Stream 7 Project Management Services – Project Manager) – Halifax

#### **Foreign Affairs and International Trade \$266,384.30**

[Reporting Period](#) Q2-July-Sept 13-14 \$59,212.00 (Stream 2 Instructional Design and Development Services - Instructional Designer, Stream 4 Rapid eLearning Product Programming – Rapid eLearning Product Programmer, Stream 5 Quality Assurance – Quality Assurance Specialist, Stream 7 Project Management Services – Project Manager) – NCR

[Reporting Period](#) Q2-July-Sept 13-14 \$82,162.30 (Stream 2 Instructional Design and Development Services - Instructional Designer, Stream 3 Custom eLearning Product Programming – Custom eLearning Product Programmer, Stream 4 Rapid eLearning Product Programming – Rapid eLearning Product Programmer, Stream 5 Quality Assurance – Quality Assurance Specialist, Stream 6 - Multi-Media Design & Development – Graphic Designer, Narrator, Stream 7 Project Management Services – Project Manager) – National Zone

[Reporting Period](#) Q1-Apr-June 14-15 \$17,320.00 (Stream 2 Instructional Design and Development Services - Instructional Designer) – Québec

[Reporting Period](#) Q1-Apr-June 14-15 \$12,000.00 (Stream 2 Instructional Design and Development Services - Instructional Designer, Stream 3 Custom eLearning Product Programming – Custom eLearning Product Programmer, Stream 5 Quality Assurance – Quality Assurance Specialist, Stream 6 - Multi-Media Design & Development – Graphic Designer, Stream 7 Project Management Services – Project Manager) - Atlantic

[Reporting Period](#) Q2-July-Sept 14-15 \$62,090.00 (Stream 2 Instructional Design and Development Services - Instructional Designer, Stream 6 - Multi-Media Design & Development – Graphic Designer, Stream 7 Project Management Services – Project Manager) – NCR

[Reporting Period](#) Q2-July-Sept 14-15 \$33,600.00 Stream 2 Instructional Design and Development Services - Instructional Designer, Stream 6 - Multi-Media Design & Development – Graphic Designer, Stream 7 Project Management Services – Project Manager) – NCR

#### **House of Commons \$32,288.00**

[Reporting Period](#) Q3-Oct-Dec 14-15 \$32,288.00 (Stream 2 Instructional Design and Development Services - Instructional Designer) - Ontario

**Library of Parliament \$24,799.20**

Reporting Period Q1-Apr-June 14-15 \$24,799.20 (Stream 1 Strategic Learning Advisory Services – Strategic Learning Advisor) – NCR

**National Defence \$846,771.63**

Reporting Period Q3-Oct-Dec 13-14 \$128,772.00 (Stream 2 Instructional Design and Development Services - Instructional Designer) – Montreal

Reporting Period Q3-Oct-Dec 13-14 \$112,934.82 (Stream 2 Instructional Design and Development Services - Instructional Designer, Stream 3 Custom eLearning Product Programming – Custom eLearning Product Programmer, Stream 5 Quality Assurance – Quality Assurance Specialist, Stream 7 Project Management Services – Project Manager) – Atlantic

Reporting Period Q3-Oct-Dec 13-14 \$38,991.78 (Stream 2 Instructional Design and Development Services - Instructional Designer, Stream 4 Rapid eLearning Product Programming – Rapid eLearning Product Programmer, Stream 5 Quality Assurance – Quality Assurance Specialist, Stream 7 Project Management Services – Project Manager) – Atlantic

Reporting Period Q3-Oct-Dec 13-14 \$29,309.34 (Stream 2 Instructional Design and Development Services - Instructional Designer, Stream 4 Rapid eLearning Product Programming – Rapid eLearning Product Programmer, Stream 5 Quality Assurance – Quality Assurance Specialist, Stream 7 Project Management Services – Project Manager) – Atlantic

Reporting Period Q4 -Jan-Mar 13-14 \$361,600.00 \*(Streams or Categories not provided) – NCR

Reporting Period Q4 -Jan-Mar 13-14 \$32,001.60 (Stream 2 Instructional Design and Development Services - Instructional Designer) – Moncton

Reporting Period Q4 -Jan-Mar 13-14 \$8,140.23 (Stream 8 - Training Facilitator) – Quebec

Reporting Period Q1-Apr-June 14-15 \$24,973.00 (Stream 8 – General Instructor) – Ontario

Reporting Period Q1-Apr-June 14-15 \$58,050.88 (Stream 8 – Instructor; Project Management) – National Zone

Reporting Period Q1-Apr-June 14-15 \$24,978.32 (Stream 1 - Strategic Learning Advisory Services – Strategic Learning Advisor) - NCR

Reporting Period Q3-Oct-Dec 14-15 \$27,019.66 \*(Streams or Categories not provided) – Atlantic

**Natural Resources Canada \$27,000.00**

Reporting Period Q3-Oct-Dec 14-15 \$27,000.00 (Stream 1 Strategic Learning Advisory Services – Strategic Learning Advisor) - NCR

**Public Safety Canada \$123,565.50**

Reporting Period Q4-Jan-March 13-14 \$123,565.50 (Stream 2 Instructional Design and Development Services - Instructional Designer, Stream 4 Rapid eLearning Product Programming – Rapid eLearning Product Programmer) - NCR

**Public Works and Government Services Canada \$455,505.12**

Reporting Period Q2-July-Sept 13-14 \$361,600.00 (Stream 2 Instructional Design and Development Services - Instructional Designer, Stream 3 Custom eLearning Product Programming – Custom eLearning Product Programmer, Stream 4 Rapid eLearning Product Programming – Rapid eLearning Product Programmer, Stream 5 Quality Assurance – Quality Assurance Specialist, Stream 6 - Multi-Media Design & Development – Graphic Designer, Audio, Multi-Media, Animator, Stream 7 Project Management Services – Project Manager) – National Zone

[Reporting Period Q4-Jan-March 13-14 \\$21,937.23](#) (Stream 2 Instructional Design and Development Services - Instructional Designer, Stream 4 Rapid eLearning Product Programming – Rapid eLearning Product Programmer) – Québec

[Reporting Period Q4-Jan-March 13-14 \\$49,808.14](#) (Stream 2 Instructional Design and Development Services - Instructional Designer, Stream 4 Rapid eLearning Product Programming – Rapid eLearning Product Programmer) – Québec

[Reporting Period Q1-Apr-June 14-15 \\$9,040.00](#) (Stream 2 Instructional Design and Development Services - Instructional Designer, Stream 4 Rapid eLearning Product Programming – Rapid eLearning Product Programmer) – Québec

[Reporting Period Q1-Apr-June 14-15 \\$13,119.75](#) (Stream 8 – Training Facilitator) - Ontario

**Statistics Canada \$50,850.00**

[Reporting Period Q3-Oct-Dec 14-15 \\$50,850.00](#) (Stream 4 Rapid eLearning Product Programming – Rapid eLearning Product Programmer) - NCR

**Veterans Affairs Canada \$230,042.01**

[Reporting Period Q4-Jan-March 13-14 \\$230,042.01](#) (Stream 1 Strategic Learning Advisory Services – Strategic Learning Advisor) – NCR

\*Data provided is based on Supplier reporting via the quarterly usage reports and the method of supply is not responsible for missing data or verification of the accuracy of the data provided.

**Question 13.**

We are an existing SA holder under the Learning Services method of Supply and do not want to add Categories or Streams during the quarterly refresh, do we have to complete a bid in response to the refresh?

**Answer 13.**

Existing Suppliers who do not want to add Streams or Categories to their SA do not have to submit a response to the quarterly refresh in the Data Collection Component or submit a hard copy bid.

**Question 14.**

We are an existing SA holder under the Learning Services method of Supply and we wish to add Categories/Streams during the quarterly refresh, what do we have to provide in or to add additional Streams/Categories?

**Answer 14**

Please refer to PART 3 - ARRANGEMENT PREPARATION INSTRUCTIONS

1. Arrangement Preparation Instructions

Canada requires that Suppliers provide their arrangement in hard copy and as electronic submission as identified in the Arrangement Submission Grid below.

**NOTE\*\*\*\*Existing Suppliers who wish to add Stream/Categories must follow the instructions outlined in column D. A hard copy bid and a bid in the Data Collection Component are required. Please download the Technical Response Template on Buy &**

**Sell under this Solicitation (attachments.zip). Complete the required fields in order to substantiate the Categories being offered and provide all other information in column D in either hard copy or DCC as required.**

The following terms are used below:

**DCC:** Indicates that the Supplier must input information, as applicable, into the “Data Collection Component: Suppliers’ Module of CPSS”

**Print:** Indicates that the Supplier must print and sign the certification and submit it with the hard copy of the arrangement to the Bid Receiving Unit by the submission due date.

**ADD:** Indicates that the additional documentation is required to be submitted with the hard copy of the arrangement to the Bid Receiving Unit no later than the closing date identified in the RFSA.

A	B	C	D
	<b>New Learning Services Supplier</b>	<b>Existing Learning Services Supplier (inactive or active)</b>  <b>**The Supplier is NOT changing the Technical Arrangement already on file from any previous Learning Services solicitation</b>	<b>Existing Learning Services Supplier (inactive or active)</b>  <b>**The Supplier IS applying for additional Regions, Streams and/or Categories of resources</b>
<b>SECTION I TECHNICAL ARRANGEMENT</b>			
Region & Metropolitan Area selection	DCC	N/A	DCC if adding additional Regions or Metropolitan Areas
Mandatory M.1	DCC & ADD	N/A	DCC
Mandatory M.2 (a)	DCC & ADD	N/A	DCC & ADD
Mandatory M.2 (b)	DCC & ADD	N/A.	DCC & ADD
Mandatory M.2 (c)	DCC & ADD	N/A	DCC & ADD
Mandatory M.2 (d)	DCC & ADD	N/A	DCC & ADD
Mandatory M.2 (e)	DCC & ADD	N/A	DCC & ADD
Mandatory M.2 (f)	DCC & ADD	N/A	DCC & ADD
Mandatory M.2 (g)	DCC & ADD	N/A	DCC & ADD
Mandatory M.2 (h)	DCC & ADD	N/A	DCC & ADD

<b>SECTION II FINANCIAL ARRANGEMENT (N/A)</b>			
Not applicable for RFSA	N/A	N/A	N/A
<b>SECTION III CERTIFICATIONS</b>			
Supplier's Statement	DCC & Print (Attachment D)	N/A	DCC & Print (Attachment D)
Grandfather Certification	N/A	N/A	N/A
FCP EE Certification	DCC	N/A	DCC
Work Force Reduction Program Certification	DCC	N/A	DCC
Former Public Servant Certification	DCC	N/A	DCC
Aboriginal Business Certification	DCC	N/A	DCC
Code of Conduct Certification	DCC	N/A	DCC
Current Security Clearance and current Document Safeguarding Clearance	DCC	N/A	DCC

**Question 15.**

We are a new supplier to Learning Services and do not currently hold a Supply Arrangement, what is required in order to submit a bid in response to the quarterly refresh?

**Answer 15.**

Please refer to PART 3 - ARRANGEMENT PREPARATION INSTRUCTIONS

1. Arrangement Preparation Instructions

Canada requires that Suppliers provide their arrangement in hard copy and as electronic submission as identified in the Arrangement Submission Grid below.

**NOTE\*\*\* New Suppliers who wish to respond to the Learning Services method of supply quarterly refresh must follow the instructions outlined in column B. A hard copy bid and a bid in the Data Collection Component are required. Please download the Technical Response Template on Buy & Sell under this Solicitation (attachments.zip). Complete the required fields in order to substantiate the Categories being offered and provide all other information in column B in either hard copy or DCC as required.**

The following terms are used below:

**DCC:** Indicates that the Supplier must input information, as applicable, into the "Data Collection Component: Suppliers' Module of CPSS"

**Print:** Indicates that the Supplier must print and sign the certification and submit it with the hard copy of the arrangement to the Bid Receiving Unit by the submission due date.

**ADD:** Indicates that the additional documentation is required to be submitted with the hard copy of the arrangement to the Bid Receiving Unit no later than the closing date identified in the RFSA.

A	B	C	D
	<b>New Learning Services Supplier</b>	<b>Existing Learning Services Supplier (inactive or active)</b>  <b>**The Supplier is NOT changing the Technical Arrangement already on file from any previous Learning Services solicitation</b>	<b>Existing Learning Services Supplier (inactive or active)</b>  <b>**The Supplier IS applying for additional Regions, Streams and/or Categories of resources</b>
<b>SECTION I TECHNICAL ARRANGEMENT</b>			
Region & Metropolitan Area selection	DCC	N/A	DCC if adding additional Regions or Metropolitan Areas
Mandatory M.1	DCC & ADD	N/A	DCC
Mandatory M.2 (a)	DCC & ADD	N/A	DCC & ADD
Mandatory M.2 (b)	DCC & ADD	N/A.	DCC & ADD
Mandatory M.2 (c)	DCC & ADD	N/A	DCC & ADD
Mandatory M.2 (d)	DCC & ADD	N/A	DCC & ADD
Mandatory M.2 (e)	DCC & ADD	N/A	DCC & ADD
Mandatory M.2 (f)	DCC & ADD	N/A	DCC & ADD
Mandatory M.2 (g)	DCC & ADD	N/A	DCC & ADD
Mandatory M.2 (h)	DCC & ADD	N/A	DCC & ADD
<b>SECTION II FINANCIAL ARRANGEMENT (N/A)</b>			
Not applicable for RFSA	N/A	N/A	N/A
<b>SECTION III CERTIFICATIONS</b>			
Supplier's Statement	DCC & Print (Attachment D)	N/A	DCC & Print (Attachment D)
Grandfather Certification	N/A	N/A	N/A
FCP EE Certification	DCC	N/A	DCC
Work Force Reduction Program Certification	DCC	N/A	DCC
Former Public Servant Certification	DCC	N/A	DCC
Aboriginal Business Certification	DCC	N/A	DCC

Code of Conduct Certification	DCC	N/A	DCC
Current Security Clearance and current Document Safeguarding Clearance	DCC	N/A	DCC

**Question 16.**

Please clarify whether compliance with this requirement is mandatory and that any successful vendor must either be an aboriginal business or part of a joint venture with an aboriginal business in order to be placed on the supplier list?

**1.3 Set-Aside for Aboriginal Business**

The Supplier must check the applicable box below:

- i.  The Supplier is an Aboriginal business that is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization.

OR

- ii.  The Supplier is either a joint venture consisting of two or more Aboriginal businesses or a joint venture between an Aboriginal business and a non-Aboriginal business.

**Answer 16.**

Suppliers must only check one of the two selections if they are an Aboriginal supplier. If the bidder is not an Aboriginal Supplier, the certification is not required for the bid submission. In the Data Collection Component a selection of Not Applicable would be selection for non-aboriginal Suppliers.

**Question 17.**

Would it be possible to obtain the usage for all regions since the start of 2013, broken down by stream?

**Answer 17.**

This information has been included in this amendment.

**Question 18.**

Further to Question 9 (on Amendment 004), will PWGSC please share with the bidding community the dollar values for each "Stream of Service" that have been issued through the Learning Services SA in the NCR region since the start of the 2013 fiscal year?

**Answer 18.**

This information has been included in this amendment.

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