



**RETURN BIDS TO :**  
**RETOURNER LES SOUMISSIONS À :**  
Bid Receiving - Réception des soumissions:

**Guillaume Gagnon**  
**Correctional Service Canada**  
**Mailroom, 1<sup>st</sup> floor**  
**340, Laurier West, Ottawa, ON**  
**K1A 0P9**

**SOLICITATION AMENDMENT**  
**MODIFICATION DE L'INVITATION**

**Proposal to: Correctional Service Canada**

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

**Proposition à: Service Correctionnel du Canada**

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

**Comments — Commentaires : Not applicable –Non applicable**

**Issuing Office – Bureau de distribution**

Correctional Service Canada (CSC) – Service  
Correctionnel Canada (SCC)  
340 Laurier Avenue West – 340 avenue Ouest  
Ottawa, Ontario  
K1P 0P9

<b>Title — Sujet:</b> <b>Media Spokesperson Training</b>	
<b>Solicitation No. — No. de l'invitation</b> <b>21120-15-2121594</b>	
<b>Solicitation Amendment No. — No. de modification de l'invitation</b> <b>001</b>	<b>Date:</b> <b>25-May-2015</b>
<b>GETS Reference No. — No. de Référence de SEAG</b> <b>21120-15-2121594</b>	
<b>Solicitation Closes — L'invitation prend fin</b> <b>at /à : 2 PM Eastern Daylight Time (EDT) – 14 h 00 Heure avancée de l'est (HAE)</b>  <b>on / le : 08-June-2015 / 08-juin-2015</b>	
<b>F.O.B. — F.A.B.</b> Plant – Usine: ___ Destination: ___ Other-Autre: ___	
<b>Address Enquiries to — Soumettre toutes questions à:</b>  Guillaume Gagnon Email/courriel : <a href="mailto:guillaume.gagnon@csc-scc.gc.ca">guillaume.gagnon@csc-scc.gc.ca</a>	
<b>Telephone No. – No de téléphone:</b> 613-992-7988	<b>Fax No. – No de télécopieur:</b> 613-992-1217
<b>Destination of Goods, Services and Construction:</b> <b>Destination des biens, services et construction:</b>	
<b>Instructions: See Herein</b> <b>Instructions : Voir aux présentes</b>	



**Contract Amendment 001 is issued to:**

1. Answer Questions #1, #2 and #3 received by a potential bidder.

---

**1. Answer Questions #1, #2 and #3 received by a potential bidder:**

Question #1:

In section #7 of Annex A – Statement of Work (p. 26), it is stated: “The Instructor(s) must be able to teach the training (read, communicate orally and in writing), in English and in French, in order to deliver the English and the French training...”.

Does this mean that each instructor must be bilingual, or does it mean that each instructor must be fluent in the language (French or English) in which the course is being delivered? In other words, is it acceptable that our team of trainers is able to deliver the course in English or in French, or do you require each trainer to be bilingual?”

Answer #1:

Each proposed instructor must be bilingual as CSC employees may use the Official Language of their choice during the training sessions.

Question #2:

In Mandatory M.2 it is stated: “Each of the Bidder’s proposed Instructor(s) must have delivered at least three (3) media training sessions (minimum of one (1) French **and** one (1) English training session).”

Does this mean that each instructor must have delivered courses in English and in French, or must the French language instructor have delivered a minimum of one (1) French course, and the English instructor have delivered a minimum of one (1) English language course?)

Answer #2:

It means that, from the minimum of three (3) media training sessions that each of the bidder’s proposed instructor(s) must have delivered, at least one (1) must have been delivered in French and one (1) other must have been delivered in English.

Question #3:

In section 5. Deliverables of Annex A – Statement of Work, could you explain what is meant by the requirement that all participants must receive a Media Training Manual in “electronic workbook format”?

Answer #3:

The “electronic workbook format” means that the Media Training Manual is made available to all participants electronically.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.