

**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving
PWGSC
33 City Centre Drive
Suite 480C
Mississauga
Ontario
L5B 2N5
Bid Fax: (905) 615-2095**

**SOLICITATION AMENDMENT
MODIFICATION DE L'INVITATION**

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
Public Works and Government Services Canada
Ontario Region
33 City Centre Drive
Suite 480
Mississauga
Ontario
L5B 2N5

Title - Sujet Professional Services	
Solicitation No. - N° de l'invitation W0113-14CS31/A	Amendment No. - N° modif. 004
Client Reference No. - N° de référence du client W0113-14-CS31	Date 2015-07-03
GETS Reference No. - N° de référence de SEAG PW-\$TOR-024-6859	
File No. - N° de dossier TOR-5-38032 (024)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-07-06	
Time Zone Fuseau horaire Eastern Daylight Saving Time EDT	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Brewster, Shannon	Buyer Id - Id de l'acheteur tor024
Telephone No. - N° de téléphone (905) 615-2028 ()	FAX No. - N° de FAX (905) 615-2060
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

Solicitation No. - N° de l'invitation

W0113-14CS31/A

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

W0113-14-CS31

Amd. No. - N° de la modif.

004

File No. - N° du dossier

TOR-5-38032

Buyer ID - Id de l'acheteur

tor024

CCC No./N° CCC - FMS No/ N° VME

SEE ATTACHED DOCUMENT (3 PAGES)

**LETTER OF INTEREST
SOLICITATION AMENDMENT No. 004**

This solicitation amendment No. 004 is raised to:

- 1) publish questions and answers that have been received in relation to this solicitation.

- 1) The following Questions and Answers have been provided:

QUESTION 1:

*"Refer to M2: ...iii. Official Language for **TEACHING** in accordance with table 1 identified in Annex A". M2 refers to all 77 positions at the introductory paragraph to this requirement. Not all positions are teaching related; some are techs, developers, designers and administrators. It is suggested that the requirement should read instead ...iii. Official Language for the labour categories in accordance with table 1 identified in Annex A."*

ANSWER 1:

Thank you for providing new wording in order to better understand the requirement. We will take this into consideration when finalizing the Request for Proposal (RFP).

QUESTION 2:

*"Please refer to 2. Procurement Requirement, 2.1 Introduction (page 2 of 8) "...CFSATE, has a requirement for the provision of professional services, on an 'as and when requested' basis, to provide course review and design, management and delivery of training to military personnel as well as administrative and technology support". Refer then to M3 "The Bidder must demonstrate their experience by submitting 4 examples of contracts for **INSTRUCTIONAL SERVICES** carried out within the last two years from date of bid closing." Please confirm that the 4 examples of contracts for "Instructional Services" as stipulated at M3 do not have to be purely instructional in nature but can contain other elements in the training domain – e.g. course review and design, management and delivery of training to military personnel as well as administrative and technology support as defined as the scope of services CFSATE seeks at 2.1 Introduction to the LOI. It is the expectation that these examples be permitted to include differing elements in the training domain in order to meet this requirement because this encompasses the scope of the current contract. If this is the case the wording at the introduction and at article i. should be changed to reflect this understanding (e.g. training services)"*

ANSWER 2:

Thank you for bringing this to our attention. This will be taken into consideration and be further clarified in the RFP.

QUESTION 3:

"In relation to M4...the bidder must provide a reference and include the following information...". The bidder would interpret this requirement to mean that the Crown reserves the right to verify the accuracy of the information provided in the resumes through reference checks. Has the Crown given consideration to a provision to ensure that the candidates that are presented and evaluated as part of the bid will be those that are present at contract start? It has been the bidder's experience that some companies provide 'placeholder' resumes as part of the bid submission knowing that these candidates are unavailable but meet the requirements of the RFP, with the intention of replacing them by contract start. This could result in a) a number of candidates being unavailable at contract start, causing undue delays and b) skew the results of the evaluation to unfairly award the contract. To mitigate these risks, it is suggested that the Crown give some indication as to the anticipated start date of the team, with a provision that a percentage

of the team presented in the proposal must be available at contract start. This has been included in other RFPs, and is not precedent setting. The bidder has seen wording such as:

"It is estimated that a Contract will be awarded in (month/year). A minimum of 80% must be the resources named and evaluated in the Bidder's proposal ((Identified key) categories must be included in the 80%), unless it is impossible to do so for reasons which are beyond its control (leaves the company, sick leave, holiday leave). For the purposes of this provision, "reasons beyond its control" does not include the re-assignment of the individual to other projects being handled by the Contractor or its affiliates. Canada may require a statutory declaration from the Contractor in respect of any personnel removed for reasons beyond the Contractor's control. The replacement resources (up to 20%) must be of equal or superior attainment and ability to the resource provided in the Bidder's proposal for that category and at an identical rate.

While the bidder understands that there are circumstances beyond a company's control the addition of this type of criteria would ensure the veracity of the bidder's submission and of the proposed team's credentials and availability."

ANSWER 3:

Thank you for providing this suggestion. We will review to determine the appropriate mitigation for such risks in the RFP.

QUESTION 4:

"Please refer to R1, R2 and R3 – it would appear that Labour Category 12 was erroneously included therein. Category 12 is the AVS Tech, and all of these rated criteria relate to Instructor Labour Categories. The reference to Labour Category 12 should be removed from R1, R2 and R3 (the calculations reflect this (42 as stipulated vs 44 if Category 12 were to be included), and Labour Category 12 is correctly included R7 Aircraft Maintenance)"

ANSWER 4:

Thank you for bringing this to our attention. R1, R2 and R3 will be reviewed and finalized in the RFP.

QUESTION 5:

*"Please refer to R9. 'Further to **M2** the contract examples...' The requirement should read M3 (M2 is CVs)"*

ANSWER 5:

Thank you for bringing this to our attention.

QUESTION 6:

"Please refer to R9. As written, there are many ways to interpret the scoring of the rated contract requirements:

- 1. Select one (the best) contract that responds most favourably for each category (total of 16 points)*
- 2. Select one contract (the one that scores the best across all three categories) for all three categories (total of 16 points)*
- 3. Provide average scores across the 4 contracts per category (total of 16 points)*
- 4. Evaluate each contract in all 3 categories and add up the totals for each contract (total of 64 points)*

Of these options, further clarity regarding how the letters of reference will be evaluated is requested."

ANSWER 6:

Thank you for bringing this to our attention. We will further clarify the point distribution in the RFP.

QUESTION 7:

*“Refer to R10 and to M5 i. R10 stipulates ‘...professional credential and qualifications for **EACH** of the members included in the organizational chart’. M5 only stipulates the credentials and qualifications of the contract manager – is it all management resources and the CM or just the CM?”*

ANSWER 7:

Thank you for bringing this to our attention. Corrections will be made and finalized in the RFP.

ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.