

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
PWGSC/TPSGC Acquisitions
1045 Main Street
1st Floor, Lobby C
Unit 108
Moncton, NB E1C 1H1
Bid Fax: (506) 851-6759

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
NB / PEI Division - Moncton Acquisitions Office
1045 Main Street
1st Floor, Lobby C
Unit 108
Moncton, NB E1C 1H1

Title - Sujet Education/Library Services	
Solicitation No. - N° de l'invitation 21220-156321/A	Amendment No. - N° modif. 002
Client Reference No. - N° de référence du client 21220-156321	Date 2015-07-27
GETS Reference No. - N° de référence de SEAG PW-\$MCT-011-5028	
File No. - N° de dossier MCT-5-38005 (011)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-07-30	Time Zone Fuseau horaire Atlantic Daylight Saving Time ADT
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: Sharpe, Charlene A.	Buyer Id - Id de l'acheteur mct011
Telephone No. - N° de téléphone (506) 851-3467 ()	FAX No. - N° de FAX (506) 851-6759
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 Amendment

Title Education/Library Services

Solicitation Amendment No. 002

This solicitation is hereby amended to provide the following questions and answers:

Q1. Annex B - Basis of Payment - How is the bidder to accurately present a per diem when the days of operation are not known? I know it says use 222 days, but under what criteria could the service required be cut to 200 days? The per diem is going to be a lot higher if only 200 days can be billed as opposed to 222 days. I would not want to set a per diem for 222 days only to be told by CSC that they only require 200 days. I would also like to know what basis CSC would have for reducing the days and recourse the contractor would have.

A1. The days of the contract will be based on budget allocations as per TBS resource indicators. CSC is guaranteeing 200 days; however, if budget allows, would prefer to provide up to 222 days. The Contractor should base the per diem on a guaranteed 200 days.

Q2. Annex B - Basis of Payment - Why doesn't the librarian count as part of the labour that the 6% administrative cost applies to? This is an employee who will have to be supervised and provided things such as health care, etc. If the 6% does not apply to this person, why are they on this tender?

A2. See revised Annex B, Basis of Payment.

Q3. Annex D - Evaluation Criteria - Point Rated Criteria #7 - How can we outline the roles and duties of clerical staff when there is no clerical staff included in the Basis of Payment?

A3. Clerical support would fall under administrative costs.

Q4. Annex D - Evaluation Criteria - Management Proposal #2 - Calls for a description of clerical staff experience, again there is no clerical staff on the Basis of Payment, so how can points be awarded or deducted?

A4. Clerical support would fall under administrative costs.

Q5. Statement of Work 1.4 Deliverables - 12. Seems to be calling for a school Director for both minimum and medium sectors, but again there is no such paid position. Surely they do not expect a person to be at work every day without being paid. The phrase that

the person must spend 75% of their time at DP Medium Sector and the remaining at DP Minimum Sector clearly suggests that this is a full time position, yet, there is no such person listed on the Basis of Payment or the Scope of Work.

A5. This is referring to the Contractor or his or her delegate in terms of oversight of the contract as a whole. This paragraph is meant to simply estimate that oversight time should be divided at 75% at medium and 25% at minimum given the makeup of the population in the two sectors.

Q6. Statement of Work 1.4 Deliverables - 16. Again, seems to assume there will be a person who is free to participate in the Correctional Intervention Board; however, there is no such person with those duties described in the Basis of Payment or the Scope of Work.

A6. Participation in the CIB is related to the assessment of appropriate referrals for the offender to education programs, suspensions, etc. The Contractor can delegate as required.

Q7. Statement of Work 1.4 Deliverables - 37. This paragraph can easily be interpreted that the contractor has to supply material for the inmate students. I feel it should be made clearer that the contractor is not required to provide any materials.

A7. CSC provides educational materials for the Contractor to provide services including paper, pens, etc. We are indicating anything that is provided via CSC belongs to CSC, not the Contractor. With respect to the teaching material and provincial accreditation, this refers to the certification, etc.

Q8. We know that three different types of training must be supplied but we do not know how many potential inmates may be involved and we do not know how they are divided by level. Considering that we are dealing with individualized teaching, the number of clients may make a difference in the number of resources to be allocated. Would it be possible to have an estimate of the total number of inmates and an estimate of the allocation by level?

A8. We have 72 seats in school in the medium sector with a potential for 144 students (most are part time). Currently, teachers have multi-levels within their classrooms so number by teacher level is not possible to provide as it changes on a continuous basis.

At DP-Minimum School, there is a possibility of 12 seats per class (all levels), which can be maximized by having the students attend half-time, thus providing a potential for 72 students overall.

All teachers have multi-grade levels, as the instruction is individualized. Currently, the majority of our students are assigned on a part-time basis to accommodate more students and to be in compliance with CD-720.

Because of continuous intake, it is difficult to provide you with grade levels compilation for students.

Q9. In Annex A, job description of a librarian or library technician, at point B: Is the Dewey decimal system and/or another library program already installed or must it be installed? In other words, is the installation of the system going to be part of the librarian's tasks?

A9. We do have an existing system in place; however, details are not available at this time. Should the Contractor wish to revisit the current system, this would be considered.

Q10. In the RFP one of the mandatory requirements is that respondents must demonstrate that at least 50% of their personnel have worked in an institutional setting - is the definition of institutional setting restricted to corrections facilities or could it include drug rehabilitation facilities or hospitals?

A10. Correctional type facilities.

AND

This solicitation is hereby amended to:

- (1) Reference: **Annex B, Basis of Payment**
DELETE Annex B, Basis of Payment in its entirety; and
INSERT Annex B, Basis of Payment (**revised July 27, 2015**) attached.

If your bid has already been forwarded and you wish to revise same, this revision should be sent either in a sealed envelope and mailed to the above address or by facsimile (506) 851-6759 and reach the undersigned before the appropriate closing date. The solicitation number and the closing date are to be shown on the outside of the sealed envelope or on the facsimile transmission.

All other terms and conditions of the solicitation document remain unchanged.

All enquiries concerning this amendment are to be forwarded to:

Name Charlene Sharpe
Telephone No.: (506) 851-3467
Facsimile No: (506) 851-6759

Solicitation No. - N° de l'invitation

21220-156321/A

Amd. No. - N° de la modif.

002

Buyer ID - Id de l'acheteur

mct011

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

21220-156321

File No. - N° du dossier

MCT-5-38005

CCC No./N° CCC - FMS No/ N° VME

(Derived from - Provenant de: XNB025D, 23/01/2008)

ANNEX B
BASIS OF PAYMENT
(Revised July 27, 2015)

You will be paid your costs reasonably and properly incurred for the performance of the work as follows:

INITIAL CONTRACT PERIOD – October 1, 2015 – September 30, 2016

Labour, at the following firm daily* rates:

Description	Maximum Dollar Amount (222 days)
A.B.E. Level 1 – Minimum Sector \$_____/per day for a minimum of 200 to a maximum of 222 days	\$_____
A.B.E. Level 1 – Medium Sector \$_____/per day for a minimum of 200 to a maximum of 222 days	\$_____
A.B. E. Level 2 – Minimum Sector \$_____/per day for a minimum of 200 to a maximum of 222 days	\$_____
A.B. E. Level 2 – Medium Sector \$_____/per day for a minimum of 200 to a maximum of 222 days	\$_____
A.B. E. Level 2 – Medium Sector \$_____/per day for a minimum of 200 to a maximum of 222 days	\$_____
A.B. E. Level 3&4 – Minimum Sector \$_____/per day for a minimum of 200 to a maximum of 222 days	\$_____
A.B. E. Level 3&4 – Medium Sector \$_____/per day for a minimum of 200 to a maximum of 222 days	\$_____
A.B.E. Special Education – Medium Sector \$_____/per day for a minimum of 200 to a maximum of 222 days	\$_____
Vocational Skills Instructor – Medium Sector \$_____/per day for a minimum of 200 to a maximum of 222 days	\$_____
Library Worker- Medium Sector \$_____/per day for 141 days (3 days per week for 47 weeks)	\$_____
Administrative cost – Minimum and Medium Sector (up to 6% of the above labour cost per monthly invoice)	\$_____
Total Estimated Labour	\$_____
Travel	\$1,000.00
TOTAL ESTIMATED COST-INITIAL CONTRACT PERIOD	\$_____

* Work day consist of 7.5 hours unless otherwise stated

OPTION YEAR 1 –October 1, 2016 to September 30, 2017

Labour, at the following firm daily* rates:

Description	Maximum Dollar Amount (222 days)
A.B.E. Level 1 – Minimum Sector \$_____/per day for a minimum of 200 to a maximum of 222 days	\$_____
A.B.E. Level 1 – Medium Sector \$_____/per day for a minimum of 200 to a maximum of 222 days	\$_____
A.B. E. Level 2 – Minimum Sector \$_____/per day for a minimum of 200 to a maximum of 222 days	\$_____
A.B. E. Level 2 – Medium Sector \$_____/per day for a minimum of 200 to a maximum of 222 days	\$_____
A.B. E. Level 2 – Medium Sector \$_____/per day for a minimum of 200 to a maximum of 222 days	\$_____
A.B. E. Level 3&4 – Minimum Sector \$_____/per day for a minimum of 200 to a maximum of 222 days	\$_____
A.B. E. Level 3&4 – Medium Sector \$_____/per day for a minimum of 200 to a maximum of 222 days	\$_____
A.B.E. Special Education – Medium Sector \$_____/per day for a minimum of 200 to a maximum of 222 days	\$_____
Vocational Skills Instructor – Medium Sector \$_____/per day for a minimum of 200 to a maximum of 222 days	\$_____
Library Worker- Medium Sector \$_____/per day for 141 days (3 days per week for 47 weeks)	\$_____
Administrative cost – Minimum and Medium Sector (up to 6% of the above labour cost per monthly invoice)	\$_____
Total Estimated Labour	\$_____
Travel	\$1,000.00
TOTAL ESTIMATED COST-Option Year 1	\$_____

* Work day consist of 7.5 hours unless otherwise stated

OPTION YEAR 2 – October 1, 2017 to September 30, 2018

Labour, at the following firm daily* rates:

Description	Maximum Dollar Amount (222 days)
A.B.E. Level 1 – Minimum Sector \$_____/per day for a minimum of 200 to a maximum of 222 days	\$_____
A.B.E. Level 1 – Medium Sector \$_____/per day for a minimum of 200 to a maximum of 222 days	\$_____
A.B. E. Level 2 – Minimum Sector \$_____/per day for a minimum of 200 to a maximum of 222 days	\$_____
A.B. E. Level 2 – Medium Sector \$_____/per day for a minimum of 200 to a maximum of 222 days	\$_____
A.B. E. Level 2 – Medium Sector \$_____/per day for a minimum of 200 to a maximum of 222 days	\$_____
A.B. E. Level 3&4 – Minimum Sector \$_____/per day for a minimum of 200 to a maximum of 222 days	\$_____
A.B. E. Level 3&4 – Medium Sector \$_____/per day for a minimum of 200 to a maximum of 222 days	\$_____
A.B.E. Special Education – Medium Sector \$_____/per day for a minimum of 200 to a maximum of 222 days	\$_____
Vocational Skills Instructor – Medium Sector \$_____/per day for a minimum of 200 to a maximum of 222 days	\$_____
Library Worker- Medium Sector \$_____/per day for 141 days (3 days per week for 47 weeks)	\$_____
Administrative cost – Minimum and Medium Sector (up to 6% of the above labour cost per monthly invoice)	\$_____
Total Estimated Labour	\$_____
Travel	\$1,000.00
TOTAL ESTIMATED COST-Option Year 2	\$_____

* Work day consist of 7.5 hours unless otherwise stated

OPTION YEAR 3 – October 1, 2018 to September 30, 2019

Labour, at the following firm daily* rates:

Description	Maximum Dollar Amount (222 days)
A.B.E. Level 1 – Minimum Sector \$_____/per day for a minimum of 200 to a maximum of 222 days	\$_____
A.B.E. Level 1 – Medium Sector \$_____/per day for a minimum of 200 to a maximum of 222 days	\$_____
A.B. E. Level 2 – Minimum Sector \$_____/per day for a minimum of 200 to a maximum of 222 days	\$_____
A.B. E. Level 2 – Medium Sector \$_____/per day for a minimum of 200 to a maximum of 222 days	\$_____
A.B. E. Level 2 – Medium Sector \$_____/per day for a minimum of 200 to a maximum of 222 days	\$_____
A.B. E. Level 3&4 – Minimum Sector \$_____/per day for a minimum of 200 to a maximum of 222 days	\$_____
A.B. E. Level 3&4 – Medium Sector \$_____/per day for a minimum of 200 to a maximum of 222 days	\$_____
A.B.E. Special Education – Medium Sector \$_____/per day for a minimum of 200 to a maximum of 222 days	\$_____
Vocational Skills Instructor – Medium Sector \$_____/per day for a minimum of 200 to a maximum of 222 days	\$_____
Library Worker- Medium Sector \$_____/per day for 141 days (3 days per week for 47 weeks)	\$_____
Administrative cost – Minimum and Medium Sector (up to 6% of the above labour cost per monthly invoice)	\$_____
Total Estimated Labour	\$_____
Travel	\$1,000.00
TOTAL ESTIMATED COST-Option Year 3	\$_____

* Work day consist of 7.5 hours unless otherwise stated

OPTION YEAR 4 – October 1, 2019 to September 30, 2020

Labour, at the following firm daily* rates:

Description	Maximum Dollar Amount (222 days)
A.B.E. Level 1 – Minimum Sector \$_____/per day for a minimum of 200 to a maximum of 222 days	\$_____
A.B.E. Level 1 – Medium Sector \$_____/per day for a minimum of 200 to a maximum of 222 days	\$_____
A.B. E. Level 2 – Minimum Sector \$_____/per day for a minimum of 200 to a maximum of 222 days	\$_____
A.B. E. Level 2 – Medium Sector \$_____/per day for a minimum of 200 to a maximum of 222 days	\$_____
A.B. E. Level 2 – Medium Sector \$_____/per day for a minimum of 200 to a maximum of 222 days	\$_____
A.B. E. Level 3&4 – Minimum Sector \$_____/per day for a minimum of 200 to a maximum of 222 days	\$_____
A.B. E. Level 3&4 – Medium Sector \$_____/per day for a minimum of 200 to a maximum of 222 days	\$_____
A.B.E. Special Education – Medium Sector \$_____/per day for a minimum of 200 to a maximum of 222 days	\$_____
Vocational Skills Instructor – Medium Sector \$_____/per day for a minimum of 200 to a maximum of 222 days	\$_____
Library Worker- Medium Sector \$_____/per day for 141 days (3 days per week for 47 weeks)	\$_____
Administrative cost – Minimum and Medium Sector (up to 6% of the above labour cost per monthly invoice)	\$_____
Total Estimated Labour	\$_____
Travel	\$1,000.00
TOTAL ESTIMATED COST-Option Year 4	\$_____

* Work day consist of 7.5 hours unless otherwise stated

Maximum cost:

Year (s)	Est. Cost	Travel	Total
Initial Contract Period	\$ _____	\$ 1,000.00	\$ _____
Option Year 1	\$ _____	\$ 1,000.00	\$ _____
Option Year 2	\$ _____	\$ 1,000.00	\$ _____
Option Year 3	\$ _____	\$ 1,000.00	\$ _____
Option Year 4	\$ _____	\$ 1,000.00	\$ _____
Grand total	\$ _____	\$ 5,000.00	\$ _____

1. The Contractor shall be paid to deliver services and provide deliverables as stipulated in the Statement of Work "Annex A", subject to the terms and conditions contained herein, at the price or rate set out in the Basis of Payment.
2. All payments to the Contractor are subject to receipt of monthly invoice on the last business day of the month and certified by the Project Authority or a CSC Departmental Representative.
3. The receipt and acceptance of the monthly invoice shall be based on the report or attendance and the per diem, plus applicable HST. The invoice shall also include the Contractor's registration number and a detailed breakdown of the number of days being invoiced.