

**RFP #100004593**

<b>TABLE 1 – RESPONSE TO QUESTIONS AND REQUESTED INFORMATION</b>	
<b>QUESTIONS</b>	<b>RESPONSE</b>
<p>1. XXXXX formally requests the mandatory requirement M1 (The bidding firm must be a certified Registered Education Provider (REP) approved by PMI (Project Management Institute) to issue professional development units (PDUs) for its project management training courses.) to be dropped for this RFP as it has no bearing on the capability of offering the requested courses. PDU’s can be issued by any training institution and not only by REPs <a href="http://www.pmi.org/certification/earn-pdus.aspx">http://www.pmi.org/certification/earn-pdus.aspx</a> .</p>	<p>1. The REP Mandatory Rating will be moved to a rated criteria. REP illustrate that PMI has approved the content and speaks to quality of training that would be provided from the bidder. It is true anyone can “issue” PDU’s, these are usually for informal training (1-2 PDUs) and not a 21 hour course, which could be claimed as 21 PDU’s. If the course is not registered there is a good chance that PMI will not recognize 21 PDU’s of training from a non-REP.</p>
<p>2. XXXXX also formally requests the mandatory requirement of M6 (All resources must be a certified Microsoft MVP on Project.) be dropped. Please refer to the Microsoft website regarding MVPs <a href="https://mvp.microsoft.com/en-us/faq#20130220163511">https://mvp.microsoft.com/en-us/faq#20130220163511</a> MVP is not a certification but an award and has no bearing on the qualifications of the resources that have not been awarded this honor. There is a very limited amount of individuals globally that have the award designation of MVP. The designation of MVP is only valid for a 1 year timeframe. Having this mandatory requirement drastically limits competition and fairness as is described by Treasury Board policies on contracting.</p>	<p>2. Moved to Rated Criteria as it speaks to the quality and Microsoft backing of the trainer involved with Project Scheduling and the use of the Microsoft Project Server application.</p>
<p>3. XXXXX formally requests a review and a reissuance of the mandatory requirement M3 as it limits reference to the Federal Government or agency rather than work done for a department of the similar size. This could be provincially, municipally, privately. It is our opinion that this narrowing the of the scope of experience is limiting competition for this RFP.</p>	<p>3. Wording changed to all allow Federal government department or agency, provincially, municipally and privately organizations of a similar size.</p>
<p>4. XXXXX formally requests a review and a reissuance of the mandatory requirement M4 Experience teaching MS Project Professional 2010 and MS Project Server 2010 All resources proposed as</p>	<p>4. There was a typo in the English that had 10 years; the French had 5 years’ experience. What we are looking for is that the trainer has experience with other versions of MS Project Server/Project</p>

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<p>Trainers for Article 4.0 of the SOW must have 5 years' experience with MS Project Server 2010, and 10 years' experience with Microsoft Project and Project Server from date of issue of this RFP, delivering training in the development of project schedules. This mandatory requirement is an excessive requirement request for an instructor with experience in delivering training on this technology. There is no practical way of proving training that was done 10 years ago as people move on within organizations and the likelihood of reaching anyone or that they recall the training is remote at best.. It is our opinion that this narrowing the of the scope of experience is limiting competition for this RFP.</p>	<p>that would help ESDC who has users that have used other versions. The experience can be concurrent.</p>
<p>5. xxx formally requests an amendment to the closing date as no amendment has been issued with answers previously submitted requests.</p>	<p>5. The bid solicitation date has been extended to November 23, 2015.</p>
<p>6.. Page 4: mentions "two separate files" but then three items are listed to be included in these two files:  a. Do you mean three files or two files?  b. If you mean two files, please indicate how three items should be saved in two files.</p>	<p>6. 1 package will contain the technical bid and the certifications and the 2nd and separate package will contain the financial bid. We will also accept 3 separate packages.</p>
<p>7. Page 9: "Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites" As instructors, we typically need very little information from the client; Do you anticipate that the instructors will require access to classified or protected information, assets or sensitive work sites?</p>	<p>7. Trainers will not be escorted while on site. In order to obtain a building pass the minimum level of security needed is Reliability.</p>
<p>8. Page 10: "Any estimated level of services specified in this pricing schedule. Levels of efforts are provided as estimates only, and must not be construed as a commitment by ESDC to respect those estimates in any resulting contract"</p> <p>a. Would you qualify your estimate of 15 courses (10 "Managing ... " + 5 "Refresher ...") as the maximum number of courses that will take place?</p>	<p>a. The RFP award will be based on the 15 provided courses by the bidder (10 Managing .. + 5 Refresher ...).</p> <p>b. 15 courses are the estimate of the number of courses that will take place</p>

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b. What is your realistic estimate of the number of courses that will likely take place?	
<p>9. Page 17: “4. ESDC requires the Contractor to provide training to project teams, PMO’s and Executives on the reporting functions in the Business Intelligence function.”</p> <p>a. This objective suddenly specifies a different target group (“PMO’s and Executives”) than for all previous other learning objectives; will “PMO and executives” also be in the student audience apart from the stated audience “project managers and project schedulers” (page 17)?</p> <p>b. Will students be vetted on if they meet the prerequisites for the course?</p>	<p>a. This is correct. The target audience are the project managers and schedulers who can be made up of PMO staff and Executives.</p> <p>b. All vetting of students will be done by the contracting authority</p>
10. Page 19: “Managing Projects with Project Server 2010”; the course has a total of 22.5 hours (= 3 days) but the components add up to 22.5 + 6 + 1.5 hours = 30 hours = 4 days. Can you confirm if the duration of this course is meant to be 3 days or 4 days long?	10. Managing Projects with Project Server 2010 is to be a full training for 3 full government work days (7.5 hours per day). The training should be made up of both Project Scheduling, Project Server and ESDC Reporting capabilities for a total of 22.5 hours.
11. Page 20: Do instructors need to have security clearance through the bidder’s organization (DSO) or are instructors allowed to have their clearance registered with other DSO’s?	11. Instructors need to have the security clearance through the bidder’s organization (DOS).
12. Page 20: “The Contractor will provide materials in either of the two official languages” Can you confirm that there is no requirement to translate the course materials from the language in which they were provided to the other language?	12. All translation of material from English to French will be done by ESDC.
<p>13. Page 20: “The Project Authority estimates that 100 percent of the courses will be in English.” Page 26/27: “proposed Trainer has experience developing and delivering in class training courses on Project Scheduling practice in French.”</p> <p>a. These two statements do not seem to be</p>	<p>a. There is no requirement for the Trainer(s) to have the ability to conduct training in French. It is a rated criteria as if the bidder has a French Trainer(s) it may allow ESDC to conduct French training that was not advertised anywhere in the public domain.</p> <p>b. Yes the bidder could propose separate Trainers</p>

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<p>consistent with each other; why do you require the candidate to have experience in French if all courses will be delivered in English? Can you elaborate?</p> <p>b. The word “Trainer” is used consistently in singular; would you accept two trainers to be proposed in the matrix: one for the English sessions and one for the French sessions? How would this need to be filled in and submitted in the requirements matrix; do you allow more than one name to be submitted in the matrix for “Section B Rated Technical Criteria”?</p>	<p>for training in each official language.</p>
<p>14. Top of page 22 “The Contractor is responsible for providing all course textbook and/or training material to be supplied to all course attendees on day one of the training course.”</p> <p>Page 22 bottom: “Contractor to send course materials electronically to all registered Participants” which implies that the course materials are all electronic.</p> <p>a. These two statements do not seem to be consistent; can you clarify?</p> <p>b. We would like to provide a paper textbook and a paper course manual at the start of the course in compliance with the text at the top of page 22 “The Contractor is responsible for providing all course textbook and/or training material to be supplied to all course attendees on day one of the training course.” Is that ok?</p>	<p>a. The bidder must have course material for participants on day one of the training. If it is physical documents, then they will be provided on day one, if they are electronic they can be provided to the participants before the training for which they will be responsible for printing and bringing to the training.</p> <p>b. Physical textbooks are totally acceptable.</p>
<p>15. Page 42 M1: “The bidding firm must be a certified Registered Education Provider (REP)”</p> <p>a. Our company is in the midst of renewing the REP Certification and at bid closing date, we may not have received the new certificate from PMI to include in our proposal; how do recommend we proceed?</p> <p>b. Can we provide a certificate that just ended and then submit the new certificate as soon as we receive it?</p>	<p>15. See question 1. Mandatory requirement has now been moved to a rated one.</p> <p>a. If you are in the process of renewing the REP Certification, please provide the previous certificate and submit the new certificate once it is provided by PMI.</p> <p>b. See above</p> <p>c. It would be nice that PMI recognizes the training as many participants will be PMP’s and 21 days will not be accepted by PMI for</p>

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c. PMI’s certificates are issued yearly: what minimum period does the REP-certificate need to cover that needs to be included in the bid?	“informal training”. The REP certificate should cover the period of training of 2016 calendar year.
16. Page 24 M3: “Bidder must provide the following information ... sample of the project management course material used to successfully deliver the training” Do you need to see a copy of the entire course materials (example sample) or a sampled subset of the course material (to be selected by contractor)?	16. The bidder can provide either the full course documents or a sample subset of the course material. We want to see that the course material is present and that the Bidder will not require months of work to develop the training for ESDC.