



**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 a Standing Offer**

**Révision à une demande d'offre à commandes**

National Master Standing Offer (NMSO)

Offre à commandes principale et nationale (OCPN)

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

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'offre 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> Lean Six Sigma Training	
<b>Solicitation No. - N° de l'invitation</b> EN578-161617/A	<b>Date</b> 2016-03-03
<b>Client Reference No. - N° de référence du client</b> 20161617	<b>Amendment No. - N° modif.</b> 001
<b>File No. - N° de dossier</b> 113zh.EN578-161617	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$ZH-113-29838	
<b>Date of Original Request for Standing Offer</b> 2016-02-10	
<b>Date de la demande de l'offre à commandes originale</b>	
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2016-03-30</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Reynolds(zh), Diane	<b>Buyer Id - Id de l'acheteur</b> 113zh
<b>Telephone No. - N° de téléphone</b> (819) 956-1141 ( )	<b>FAX No. - N° de FAX</b> (819) 956-9235
<b>Delivery Required - Livraison exigée</b>	
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> See Herein  Voir aux présentes	
<b>Security - Sécurité</b> This revision does not change the security requirements of the Offer. Cette révision ne change pas les besoins en matière de sécurité de la présente offre.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Acknowledgement copy required</b> <b>Accusé de réception requis</b>	<b>Yes - Oui</b> <input type="checkbox"/>	<b>No - Non</b> <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>		

Amendment no. 001 is raised to extend the bid solicitation closing date, to amend Part 1, to amend Part 3, to amend the Pricing Schedule, to amend MT1, to amend clause 7.4.1 of Part B, to amend the Statement of Work and to amend the Basis of Payment, as follows:

1.0 The Solicitation closing date is currently 02:00 PM Eastern Daylight Time (EDT) on 22 March 2016 and is extended to 02:00 PM EDT on 30 March 2016.

2.0 Part 1, under article 1.2, delete the second paragraph in its entirety and replace with:

The Offeror must provide training courses that include Instructors, manuals and materials to federal government employees who request classroom training for Lean Six Sigma at a designated belt level (white, yellow, green, black, master black) or online training at the white belt level. Obtaining a designated belt level will enable federal government employees to gain insight on how to integrate Lean Six Sigma tools and methodology into their work processes. The training should also enable federal government employees to look for opportunities to achieve operational excellence using Lean Six Sigma methodology.

3.0 Part 3, under article 3.1, delete:

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer (four hard copies);  
 Section II: Financial Offer (one hard copy); and  
 Section III: Certifications and Additional Information (one hard copy).

This RFSO uses Portable Document Format (PDF) technology. To access the PDF form, Offerors must have a PDF reader installed. If Offerors do not already have such a reader, there are several PDF readers available on the Internet. It is recommended to use the latest version of PDF reader to benefit all features of the interactive forms.

Prices must appear in the financial offer only. No prices must be indicated in any other section of the offer.

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- a) use 8.5 x 11 inch (216 mm x 279 mm) paper; and
- b) use a numbering system that corresponds to that of the Request for Standing Offers.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, Offerors should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

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And replace with:

Canada requests that offerors provide their offer in separately bound sections as follows:

- Section I: Technical Offer (four hard copies);  
Section II: Financial Offer (one hard copy); and  
Section III: Certifications and Additional Information (one hard copy).

The Offeror can submit an offer for Lean Sigma Six training for each of the designated belt levels (white, yellow, green and black) and/or the master black belt level specified in the Statement of Work, in Annex A; in the Region(s) and/or Metropolitan Area(s) where they can provide Lean Six Sigma training. Canada requests that the Offeror clearly identifies in the first pages of its offer which belt level (each of the designated belt levels (white, yellow, green and black) and/or the master black belt level) it is submitting an offer on.

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- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

- 4.0 Delete Attachment 1 to Part 3, Pricing Schedule in its entirety and replace with Attachment 1 to Part 3, Pricing Schedule, attached.

5.0 Delete mandatory technical criterion MT1 in its entirety and replace with:

Number	Mandatory Technical (MT) Criteria	Offer Preparation Instructions
MT1	<p>The Offeror must have a minimum of five years of demonstrated experience delivering Lean Sigma Six training for each of the designated belt levels (white, yellow, green and black) and/or the master black belt level, as defined in section 1.3 of the Statement of Work to outside clients in both of Canada's official languages within the last seven years as of the RFSO publication date.</p> <p>Outside client refers to a client that is external to the Offeror's organization. Parent companies, affiliates, and subsidiaries are considered internal.</p> <p>To demonstrate experience, the Offeror must provide:</p> <ol style="list-style-type: none"> <li>The name of the client;</li> <li>The name of the course(s) delivered, a description of the course objective and course content;</li> <li>Start and end date (day/month/year to day/month/year);</li> <li>Duration of each course in days; and</li> <li>The official language the course was delivered in.</li> </ol>	<p>The following information should be provided for each outside client:</p> <ol style="list-style-type: none"> <li>Contact Name;</li> <li>Telephone number of Contact;</li> <li>E-mail address of Contact (if available).</li> </ol>

6.0 Part B, delete clause 7.4.1 Basis of Payment in its entirety and replace with:

**7.4.1 Basis of Payment**

The Contractor will be paid in accordance with the Basis of Payment at Annex B, for Work performed under the call-up against the Standing Offer, less the following discounts and in accordance with the terms and conditions listed herein:

- For training at the Contractor's place of business/facility, for each belt level:

- Classroom training for small groups (2-5 participants): 10% discount/participant;
- Classroom training for midsize groups (6-10 participants): 15% discount/participant; and
- Classroom training for large groups (11-20 participants): 20% discount/participant.

- For classroom training at the client department/agency/Crown Corporation site, for each belt level:

- Classroom training for 1-10 participants: 5% discount/participant; and
- Classroom training for 11 or more participants: 10% discount/participant.

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid the firm lot price for the services required in the contract. Customs duties are included, and Applicable Taxes is extra, if applicable.

The Contractor understands that the prices charged to the Identified User will be verified after payment and agrees to promptly refund the Identified User any payment made in excess of the discounted prices in the Standing Offer.

The Contractor understands and agrees that failure to honour the prices, terms and conditions for the period of the Standing Offer may result in the suspension and/or setting aside of the Standing Offer.

7.0 Annex A, Statement of Work, delete clause 1.1 Objective in its entirety and replace with:

1.1 Objective

The Contractor must provide training courses that include Instructors, manuals and materials to federal government employees who request classroom training for Lean Six Sigma at a designated belt level (white, yellow, green, black, master black) or online training at the white belt level. Obtaining a designated belt level will enable federal government employees to gain insight on how to integrate Lean Six Sigma tools and methodology into their work processes. The training should also enable federal government employees to look for opportunities to achieve operational excellence using Lean Six Sigma methodology.

Excellence is the goal of the Public Service in the design of their programs and services. In this modern workforce, the federal government is continually evolving and Lean Six Sigma methodology will help increase efficiencies by eliminating waste and reducing time in work processes. It will also help organizations drive their business performance by improving and streamlining end-to-end processes. With the elimination of waste, reduction of costs, streamlining process flows, and improvement of productivity and efficiencies, will lead to significant improvements in customer satisfaction.

Lean Six Sigma training for any of the designated belts identified in section 1.3 below must cover the concepts and methodologies required for individuals to obtain certification for any of these designated "belts".

8.0 Annex A, Statement of Work, delete the paragraph under section 4.0 Requirements in its entirety and replace with:

The Contractor must be capable of providing training for any of the following requirements:

- Classroom training for individuals who are from a department/agency that does not have enough individuals to form a group, however, will take their training with other groups;
- Classroom training for small groups (2-5 participants);
- Classroom training for midsize groups (6-10 participants);
- Classroom training for large groups (11-20 participants); or
- White belt level only - online training for individuals with online training materials and manuals available 24/7 (any day and any time).

9.0 Delete Annex B, Basis of Payment in its entirety and replace with Annex B, Basis of Payment, attached.

**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED**

Solicitation No. - N° de l'invitation

**EN578-161617/A**

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

**20161617**

Amd. No. - N° de la modif.

**001**

File No. - N° du dossier

**113zh.EN578-161617**

Buyer ID - Id de l'acheteur

**113zh**

CCC No./N° CCC - FMS No./N° VME

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**ATTACHMENT 1 TO PART 3  
PRICING SCHEDULE**

The Offeror should complete this pricing schedule and include it in its financial offer once completed.

If the Offeror adds any conditions or makes changes to the pricing schedule, the Offeror's financial offer will be declared non-responsive.

See the attached Microsoft Excel fillable Attachment 1 to Part 3 - Pricing Schedule.xls form.

## **ANNEX B**

### **BASIS OF PAYMENT**

1.0 The Contractor will be paid as specified below, for Work performed in accordance with the Contract. Customs duties are included and the applicable taxes are extra.

1.1 The Contractor will be paid a firm all inclusive price per participant as follows:

Belt Level	Firm All Inclusive Price per Participant	
	Region	Metropolitan Area
White - classroom training	\$	\$
White - online training	\$	\$
Yellow	\$	\$
Green	\$	\$
Black	\$	\$
Master Black	\$	\$

2.0 Course Cancellation

For the cancellation or rescheduling of courses:

- a) Canada may cancel or reschedule a scheduled course without incurring a fee by giving a written notice to the Contractor by e-mail at least 10 calendar days prior to the delivery date;
- b) In the event that Canada cancels a course between four to nine calendar days prior to the delivery date, the Contractor will be paid 25% of the price per course in accordance with Annex B, Basis of Payment;
- c) In the event that Canada cancels a course three or fewer calendar days prior to the delivery date, the Contractor will be paid 50% of the price per course in accordance with Annex B, Basis of Payment;
- d) In the event that Canada cancels or reschedules a scheduled course on the day of or during the course, the Contractor will be paid the price per course in accordance with Annex B, Basis of Payment;
- e) In the event that, due to the unavailability of the Contractor's resource, Canada cancels or reschedules a scheduled course on the day of or during the delivery, the Contractor will reimburse Canada in accordance with clause 7.6.5 Payment Credits in Part 7B, Resulting Contract Clauses; and
- f) If the Contracting Authority has to cancel due to an unforeseeable or uncontrollable event (such as a strike, a virus attack, a pandemic, a power or a technical failure, etc.) no charge will be applied regardless of when the notice was given to the Contractor.

## ANNEX D

### AVAILABILITY CONFIRMATION FORM FOR CALL-UPS AGAINST A STANDING OFFER FOR LEAN SIX SIGMA TRAINING

This Availability Confirmation Form (ACF) constitutes an Offeror's Response, when completed by an Offeror and provided to the Identified User listed below. All terms and conditions of the Offeror's Standing Offer apply and are incorporated by reference into this ACF.

<b>Date of Issuance:</b> [YYYY-MM-DD]	<b>Identified User, also called the Client:</b> [Canada will insert the Identified User]
<b>ACF Form No (Optional):</b> _____	<b>Identified User Reference No.:</b> _____
This requirement is set-aside for Aboriginal suppliers only [ ] Yes [ ] No	
This requirement is subject to Defence Production [ ] Yes [ ] No	

#### GENERAL INFORMATION

##### 1. Response Requirements

###### a. Response Due Date

Offeror's Response to this ACF must be received by the Identified User identified at Block 1b no later than:  
Insert time [AM/PM] [insert Time Zone]  
of the following date: [YYYY-MM-DD]

###### b. The Response and any enquiry must only be directed to:

- i. Name of Identified User: [insert name]
- ii. Address: [insert address]
- iii. Telephone No: [xxx-xxx-xxxx]
- iv. Fax: [xxx-xxx-xxxx]
- v. Email: [xxxxxxx@xxxx.xxx.xxx]
- vi. Response is to be sent by: [ ] Hardcopy [ ] Softcopy

#### B REQUIREMENT SUMMARY

##### 1. Statement of Work (SOW)

- [ ] Online Training
- [ ] Classroom Training
- Client Support [Canada will insert details for classroom training at the Identified User's site]

##### 2. Payments

###### 2a. Method of Payment

- [ ] Single Payment
- [ ] Monthly Payment

###### 2b. Pre Authorized Travel and Living Expenses

- [ ] Canada will reimburse
- [ ] Canada will not reimburse

<b>3. Contract Period</b>	<b>From:</b>	[YYYY-MM-DD]	<b>To:</b>	[YYYY-MM-DD]
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##### 4. Lean Six Sigma Belt Level(s) Required in accordance with the Annex A of the Standing Offer

Belt Level	Course Delivery Date	Language Requirement [if bilingual is required, both will be checked off]	Number of Participants
[Name of Belt Level will be inserted]		[ ] English [ ] French	
[Rows will be inserted as required]		[ ] English [ ] French	



<b>5. Location</b>	<input type="checkbox"/> Offeror's place of business or <input type="checkbox"/> facility <input type="checkbox"/> Identified User's site [Canada will insert the location]
<b>6. Indicate Region or Metropolitan Area</b>	[Canada will insert Region(s) or Metropolitan Area(s)]
<b>7. Travel Requirements</b>	
<b>8. Security Requirement</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Common Professional Services (PS) SRCL applies</b>	Common PS SRCL # [Canada will select between 1 and 31] as defined by <a href="http://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/31-eng.html">http://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/31-eng.html</a> is being used for this requirement. This SRCL requirement must be met before a call-up is issued.

## C OFFEROR'S RESPONSE INFORMATION

[This section must be filled for every Offeror's Response]

### 1. Offeror's signature and contact information:

Name of Offeror: \_\_\_\_\_  
 Name of Authorized Signatory of Offeror \_\_\_\_\_  
 Title of Authorized Signatory of Offeror \_\_\_\_\_  
 Signature of Offeror \_\_\_\_\_  
 Date of Signature of Offeror \_\_\_\_\_

### 2. Certification: Education and Experience

By providing a response to this ACF, the Offeror certifies that all the information provided and supporting material submitted with its response, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Offeror to be true and accurate. Furthermore, the Offeror warrants that every individual proposed by the Offeror for the requirement is capable of performing the Work described in the resulting contract.

### 3. Where indicated as such below, it is mandatory that the following information be provided by the Offeror for each proposed resource [Attach extra sheets as necessary]:

Security Information: [Offeror to insert data]  
 Name of individual as it appears on security clearance application form - **MANDATORY**  
 Date of birth – **OPTIONAL**  
 Level of security clearance obtained – **MANDATORY**  
 Validity period of security clearance obtained – **MANDATORY**  
 Security Screening Certificate and Briefing Form file number – **MANDATORY**  
 Name of the entity under which the security clearance was obtained – **MANDATORY**  
 If the security clearance is in the process, the date the application was submitted to CISD with the level of security clearance requested. – **OPTIONAL**

### 4. The Offeror's resources for this requirement are as follows: [Rows will be inserted as required] [Canada will remove the tables that are not applicable]

A	B	C	D	E
Belt Level	Name of Proposed Resource	Number of Participants	Firm All Inclusive Price per Participant	Total Cost (C x D)
			\$	\$
Estimated Cost (Applicable Taxes excluded)				\$
Less the discount/participant as per clause 7.4.1 of Part B (Applicable taxes excluded)				\$
<b>Total Estimated Cost (Applicable Taxes excluded)</b>				<b>\$</b>

### 5. The Offeror's estimate for travel and living expenses are as follows: (if pre authorized above)

[Offeror to insert the total estimate for travel and living expenses including a breakdown of these expenses in accordance with the information provided on the Standing Offer Travel and Living Information web page (<http://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/rfdso-sotli-eng.html>)]