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**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  
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Issuing Office - Bureau de distribution  
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<b>Title - Sujet</b> Training Support For Personnel	
<b>Solicitation No. - N° de l'invitation</b> W4938-16017S/A	<b>Amendment No. - N° modif.</b> 001
<b>Client Reference No. - N° de référence du client</b> W4938-16-017S	<b>Date</b> 2016-07-15
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$KIN-615-6937	
<b>File No. - N° de dossier</b> KIN-6-46035 (615)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2016-08-02</b>	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Denbeigh, Andrew	<b>Buyer Id - Id de l'acheteur</b> kin615
<b>Telephone No. - N° de téléphone</b> (613) 484-1586 ( )	<b>FAX No. - N° de FAX</b> (613) 545-8067
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	

Instructions: See Herein

Instructions: Voir aux présentes

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

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**Amendment 001 to Solicitation W4938-16017S – Training Support for Personnel**

The purpose of this amendment is to:

1. Post and respond to questions received regarding the Solicitation.
2. Amend the Solicitation.

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1.

**Question 1:** Please refer to Part 4 – Evaluation Procedures and Basis of Selection, 4.1.1 Technical Evaluation, 4.1.1.1 Mandatory Technical Criteria, MTC No. 1. Please confirm that bidders must demonstrate that a minimum of 10 personnel employed simultaneously have been supplied in each of the 10 projects or contracts referred to within the criterion. For example, the Crown is seeking a bidder that possesses four years of experience providing ten individuals (as a minimum) working simultaneously on one project or contract for a total of 10 individuals x 10 projects or contracts per year = minimum 100 resources per year for 4 years within the last 10 years.

**Answer 1:** This was the correct interpretation of MTC No. 1. However, the Crown has opted to change MTC No. 1 and will remove the requirement for multiple projects or contracts running simultaneously. The Crown is seeking a bidder that possesses 48 months of experience providing 10 individuals (as a minimum) working simultaneously on a project. The same project does not have to be used for the entire 48 months of experience, i.e. it could be two 2-year projects with 10 individuals working simultaneously on each. However, the timing on separate projects may not overlap; any overlapping time period between projects will be counted only once toward the 48 months' experience. Please see the revised MTC No. 1.

**Question 2:** With regard to the MTC No.1, given that there are no clear parameters related to 'for training support, as described in the Statement of Work' please provide clarification regarding how a bidder must demonstrate its capability for training support. For example, to ensure better compliance to MTC No. 1, a bidder could be required to demonstrate that their 10 projects per year covered both regions and at least two of the four work streams in order to ensure relevancy. Otherwise, as written, a bidder could present 10 instructors in one location, never having supplied personnel that are representative of the other streams or in multiple locations, but will have met the response requirement for this criterion.

**Answer 2:** In order for a bidder to meet the requirement that their project(s) relate to training support, the bidder must demonstrate that the project(s) covered at least two streams, of Streams 2, 3, & 4. For a project to cover a stream, one of the personnel on the project must have held the same position and performed the same duties as that required for a position under the stream. The work performed by that resource under the project must have been directly related to the training of students, as opposed to providing support to training establishment staff. Please see the revised MTC No. 1.

**Question 3:** With regard to the MTC No.1, will the Crown accept Task Authorizations to satisfy the mandatory criteria of multiple personnel working simultaneously on the project(s)?

**Answer 3:** Yes.

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**Question 4:** The use of multiple personnel in the MTC No. 1 (minimum of 10 personnel) and a minimum of 10 projects running simultaneous for a period of 4 years would/could be translated into the bidder must have had a minimum of 10 instructors teaching 10 students (a total of 100 students) on 10 different projects/contracts being taught at the same time for minimum of 48 months. Would the bidder who utilizes one contract having 10 instructors teaching a minimum of 10 students meet the mandatory criteria? If so, the utilization of the task authorization could be allowed.

**Answer 4:** **10 instructors under one contract would not have met MTC No. 1 the way it was originally presented. With respect to the amended MTC No. 1, 10 personnel under one contract will satisfy the requirement, as long as the contract covers at least two streams of Streams 2, 3, & 4 and was for a duration of 48 months. Please see the revised MTC No. 1.**

**Question 5:** As a follow on to question #4, should the bidder be found compliant in this scenario and who has taught numerous courses over several years, although under a single contract, would the bidder be able to use all courses taught as individual projects for the purposes of the mandatory criteria?

**Answer 5:** **The revised MTC No. 1 should make this question irrelevant, as the number of projects will not be a factor. In the example provided, individual courses would not be considered individual projects, the single contract would be viewed as the project.**

**Question 6:** The use of the phrase "training support" would suggest that the bidder would not specifically have to have 10 instructors teaching 10 students to meet the above mandatory. The phrase "training support" could cover instructors, administrative personnel, accounting personnel, office clerks, SME's, etc. enabling the bidder to qualify the project. Would this statement be correct? If not, could you clarify Crown's intent of this statement?

**Answer 6:** **In order for a bidder to meet the requirement that their project(s) relate to training support, the bidder must demonstrate that the project(s) covered at least two streams, of Streams 2, 3, & 4. For a project to cover a stream, one of the personnel on the project must have held the same position and performed the same duties as that required for a position under the stream. The work performed by that resource under the project must have been directly related to the training of students, as opposed to providing support to training establishment staff. Please see the revised MTC No. 1.**

**Question 7:** The requirement to demonstrate compliancy with the mandatory criteria of providing the services of multiple personnel at one time (minimum 10 personnel) for multiple projects or contracts running simultaneously (minimum of 10 projects) for a period of 4 years would seem excessive unless we are reading this wrong. Is it the Crown's intent to have a minimum of 10 projects all running for a period of 48 months during the same period or will the Crown accept 10 projects over 10 years with overlapping periods?

**Answer 7:** **The revised MTC No. 1 has removed the requirement for 10 projects. The 48 months of experience providing ten individuals (as a minimum) working simultaneously on a project need not be one continuous project, but any overlapping time period between projects will be counted only once toward the 48 months' experience.**

**2.**

**Refer:** **Part 4 – Evaluation Procedures and Basis of Selection, 4.1.1 Technical Evaluation, 4.1.1.1 Mandatory Technical Criteria, MTC No. 1**

**Delete:** **In its entirety**

**Insert:**

**MTC No. 1** The bidder must have a minimum of 48 months of experience, within the last ten (10) years from date of bid closing, in providing the services of multiple personnel at one time (minimum 10 personnel) working simultaneously under a project related to training support. Multiple projects with minimum 10 personnel for each may be presented to demonstrate compliance. Any overlapping time period between projects will be counted only once toward the 48 months' experience.

In order for a project to be considered to be related to training support, the bidder must demonstrate that the project covered at least two streams, of Streams 2, 3, & 4 of this solicitation. For a project to cover a stream, one of the personnel on the project must have held the same position and performed the same duties as that required for a position under the stream. The work performed by that resource under the project must have been directly related to the training of students, as opposed to providing support to training establishment staff.

To demonstrate their experience, the bidder must provide, as a minimum, the following:

(a) Description of the services provided under the project, including the number of personnel, type of work the personnel performed (including the information required to demonstrate that the project covered at least two streams of Streams 2,3 and 4), the period of time the Bidder provided the services to its clients (month/year); and

(b) \*Contact name and information for Bidder's client(s). The Bidder's client(s) may be contacted to confirm the information provided.

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**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED**