



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Public Works and Government Services / Travaux  
publics et services gouvernementaux  
Kingston Procurement  
Des Acquisitions Kingston  
86 Clarence Street, 2nd floor  
Kingston  
Ontario  
K7L 1X3  
Bid Fax: (613) 545-8067

**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 / Travaux  
publics et services gouvernementaux  
Kingston Procurement  
Des Acquisitions Kingston  
86 Clarence Street, 2nd floor  
Kingston  
Ontario  
K7L 1X3

<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> 002
<b>Client Reference No. - N° de référence du client</b> W4938-16-017S	<b>Date</b> 2016-07-26
<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 002 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 MTC 2, where it stipulates 'Bidders must provide a detailed management plan which must demonstrate how this requirement will be managed in accordance with Part 6 of the resulting contract and the annexes. Upon review of the RFP document, Part 6 of the resulting contract (Part 7) is Proactive Disclosure of Contracts with Former Public Servants, whereas Part 6 of the RFP is Security, Financial and Other Requirements, and Part 6 to the Statement of Work is Work Environment. The bidder would suggest that the proper reference should be to the Statement of Work, 7.0 Detailed Description of Services. Please confirm or direct bidders to the correct reference.

**Answer 1:** **This should have read Part 7. Please see revision 2A.**

**Question 2:** Please refer to MTC3, where it is written 'Bidders must provide the name of one (1) primary Client Manager (CM) as specified in Section 11.0 of the SOW and the names of the two (2) Regional Client Managers (RCM). For each Regional Client Manager (RCM) Bidders must demonstrate at a minimum...' Upon review of Section 11.0 of the SOW there are no qualifications requirements specified therein for the CM, and in reviewing MTC3 the skill set qualifications as written appear to be only for the Regional Client Managers. Please confirm that the primary client manager must possess the same qualifications as those of the regional client managers.

**Answer 2:** **The Primary Client Manager's responsibilities are clarified in Section 11.0, and the required qualifications have been added to MTC 3. Please see revisions 2B and 2C.**

**Question 3:** Please refer to the Statement of Work 11.3 where it indicates that the Quebec Region Client Manager must have at a minimum BBB language profile. Private sector organizations do not have the capability for its employees to have this designation as this is specific to the public service only for its employees and members of the military. Would it be acceptable for bidders to demonstrate this capability by means of details contained in the candidate's resume and by means of a client reference?

**Answer 3:** **Yes. The solicitation is revised to reflect that employees will not have this designation. Please see revision 2C.**

**2.**

**2A**

**Refer:** Part 4 – Evaluation Procedures and Basis of Selection, 4.1.1 Technical Evaluation, 4.1.1.1 Mandatory Technical Criteria, MTC No. 2

**Delete:** “Part 6 of the resulting contract and the Annexes”

**Insert:** “PART 7 - RESULTING CONTRACT CLAUSES and the Annexes of this solicitation.”

**2B**

**Refer:** Part 4 – Evaluation Procedures and Basis of Selection, 4.1.1 Technical Evaluation, 4.1.1.1 Mandatory Technical Criteria, MTC No. 3

**Delete:** In its entirety.

**Insert:**

**MTC No. 3** Bidders must provide the name of one (1) Primary Client Manager (CM) as specified in section 11.0 of the SOW and the names of the two (2) Regional Client Managers (RCMs).

For the Client Manager (CM) Bidders must demonstrate at a minimum:

(a) That the CM has a minimum of 5 years of experience, within the last 7 years from date of bid closing, managing a contract with:

- multiple personnel (minimum 25);
- sourcing multiple personnel;
- preparation of time sheets and expenditure reports;
- overall monitoring of project performance.

For each Regional Client Manager (RCM) Bidders must demonstrate at a minimum:

(a) That each has a minimum of 2 years of experience, within last 5 years from date of bid closing, managing a contract with:

- multiple personnel (minimum 15);
- sourcing multiple personnel;
- preparation of time sheets and expenditure reports;
- overall monitoring of project performance.

**2C**

**Refer:** Annex "A" – Statement of Work, Article 11.0 – Management of the Contract

**Delete:** In its entirety.

**Insert:**

**11.0 Management of the Contract**

11.1 The Contractor will be required to appoint one (1) Primary Client Manager and two (2) Regional Client Managers (Ontario & Quebec).

11.2 The Primary Client Manager will be required to actively participate in the overall management of all activities related to this SOW, including the following responsibilities:

- Primary point of contact for overall management of contract between the Contractor and the Department of National Defence Representative and Public Service & Procurement Canada representative.
- Primary point of contact to receive task authorizations (including amendments);
- Ability to resolve human resources issues that cannot be resolved by Regional Client Manager;
- Participate in meetings as required;
- Strong communication skills (verbally and in writing);
- Monitor compliance of contract (i.e. invoicing and timesheets);

11.3 Regional Client Managers are required for the following two (2) regions:

- (1) Quebec Region - RMCC St Jean, CFLS, & CFLRS
- (2) Ontario Region - MilPersGenHQ, RMCC Kingston, CFSMI Kingston, CFB Borden (includes MPGTG (includes TE, lodger units, CFSSMet Winnipeg), CF Health Svcs)

The Regional Client Manager is the 1st point of contact for issues that might arise (i.e. conflicts between tasked resource and students, identifying if task/deliverable is within scope of contract, advise Training Establishment (TE) if resource is unable to fulfill task, provide advice on new requirements), must participate in meetings, and is responsible to review timesheets.

11.4 The Regional Client Manager for the Quebec Region must have a level of proficiency in the use of French language that would meet a minimum BBB language profile in written comprehension, written expression and oral proficiency as prescribed by the Public Service Commission. While the Regional Client Manager is not required to hold a BBB level granted by the Public Service Commission, if the Regional Client Manager were to be language tested they would be required to meet the equivalent of BBB as identified in the following link:

<http://www.tbs-sct.gc.ca/psm-fpfm/staffing-dotation/rqs-qcr/oqs-ang-eng.asp>

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**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED**