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**Bid Receiving Public Works and Government**  
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**Building S-111, Rm C-114**  
**101 Menin Rd. Garrison Petawawa**  
**Petawawa**  
**Ontario**  
**K8H 2X3**  
**Bid Fax: (613) 687-6656**

## **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 Canada  
Supply and Services Operation  
Petawawa Procurement  
Building S-111, Rm C-114  
101 Menin Rd. Garrison Petawawa  
Petawawa  
Ontario  
K8H 2X3

<b>Title - Sujet</b> Course - Preventing Family Violence	
<b>Solicitation No. - N° de l'invitation</b> W0107-16CM43/A	<b>Amendment No. - N° modif.</b> 002
<b>Client Reference No. - N° de référence du client</b> W0107-16CMC43	<b>Date</b> 2016-11-18
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$PET-903-1389	
<b>File No. - N° de dossier</b> PET-6-45006 (903)	<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 2016-11-28</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT	
<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> Harrington, Mary-Lou	<b>Buyer Id - Id de l'acheteur</b> pet903
<b>Telephone No. - N° de téléphone</b> (613) 401-3643 ( )	<b>FAX No. - N° de FAX</b> (613) 687-6656
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> Department of National Defence 4 CDSB Pers Svcs Bldg S-111, RM 107 101 Menin Rd. Garrison Petawawa, Ontario K8H 2X3	

**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 NO. 2

### TRAIN THE TRAINER, PREVENTING FAMILY VIOLENCE

#### GARRISON PETAWAWA

This amendment is raised to make the following changes to the Request for Proposal as follows

1) The tender closing date is hereby extended to November 28, 2016 @ 2:00 pm

2) DELETE Annex "A" Statement of Work" in its entirety

INSERT the following Annex "A".

#### ANNEX "A"

#### STATEMENT OF WORK

#### 4th CANADIAN DIVISION SUPPORT BASE PERSONNEL SERVICES

#### TRAIN THE TRAINER PREVENTING FAMILY VIOLENCE

### 1.0 SCOPE

#### Purpose

- 1.1 4 CDSB Pers Svcs and the Family Violence Advisory Team (FVAT) have identified a need to prevent intimate partner violence (IPV) and are interested in partnering with an organization that has specialized knowledge in intervening with perpetrators of IPV. The objective is to establish a program within Garrison (Grn) Petawawa to work with military members who have been involved in IPV in an effort to prevent IPV.
- 1.2 The aim of this Statement of Work (SOW) document is to detail the general and specific support requirements of 4 CDSB Pers Svcs in this endeavor. 4 CDSB Pers Svcs seeks training for CAF social workers in Petawawa to assist them in addressing the needs of the military community in managing and preventing IPV.

### 2.0 REQUIREMENTS

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## General

- 2.1 4 CDSB Personnel Services and the FVAT Petawawa require to build a local program that could assist those CAF members who have used IPV or other non-physical abusive or controlling behaviours against their partner. These members have not been court-mandated into treatment; however, they are voluntarily seeking assistance or their behaviour has come to the attention of the base social workers, padres, mental health professionals, supervisors, physicians, MPs, etc.

## 3.0 DELIVERABLES

- 3.1 The deliverables shall be designed to train CAF social workers to be able to offer a local IPV prevention program. The end state for 4 CDSB Pers Svcs, in partnership with Canadian Armed Forces Mental Health Services, is to offer this training as a preventive measure at Garrison Petawawa,

## Program

- 3.2 The program should be designed to provide materials deemed to support this training, which may include, but is not limited to:

- 3.2.1 Training Materials (i.e. program manual, videos, other support materials);
- 3.2.2 Intake Materials;
- 3.2.3 Lesson Plans and Schedules;
- 3.2.4 Homework Assignments; and
- 3.2.5 Outreach Resources.

## On-Site Training

- 3.3 Training is to be provided on site at Grn Petawawa, dates to be confirmed but training to be complete no later than end January 2017. The proposed training plan should include a description of the training offered and how that training will be delivered.

## Program Development and Mentorship

- 3.4 Trainees will be expected to work with the trainers to develop a program that will serve Garrison Petawawa CAF members and their families. The program facilitators will be expected to mentor Garrison Social Workers by providing informal supervision and on-call guidance as necessary during the first two sessions offered by Grn Petawawa.

## Intake

- 3.5 Trainees will need to be provided with guidance on how to conduct intake for those personnel who may be identified to participate in the program. This will include risk assessment and an opportunity to identify program goals and expectations to the client.

## Group Facilitation

- 3.6 Trainees will need to be provided guidance on group facilitation including, but not limited to pre-group planning, group facilitation and post-group debriefing.

Solicitation No. - N° de l'invitation

W0107-16CM43/A

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

W0107-16CMC43

Amd. No. - N° de la modif.

002

File No. - N° du dossier

PET-6-45006

Buyer ID - Id de l'acheteur

PET903

CCC No./N° CCC - FMS No./N° VME

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- 3.7 Contractor must be willing to make their program available to Grn Petawawa Personnel Services (give written permission) for Grn Petawawa to use their program to train other personnel.

3) DELETE ANNEX "B" IN ITS ENTIRETY

INSERT ANNEX "B"

**ANNEX "B"**

**BASIS OF PAYMENT**

- 1.0 During the period of the Contract, the Contractor will be paid as specified below for any Task Authorizations issued, for Work performed in accordance with the Contract, Customs duties are included and Goods and Services Tax or Harmonized Sales Tax (GST/HST) are extra, if applicable.
- 2.0 The Contractor will be paid a firm all-inclusive price per diem as shown herein for any Task Authorizations issued. The estimated level of effort is an estimate only. All work will be ordered by the Project Authority by Task Authorization as detailed herein.

Item Number	Description of Services Required	Estimated Level of Effort (Days)	Per Diem Rate
1	On-Site Training: To include all items listed under Section 3 Deliverables of Annex A, Statement of Work. All labour, materials, supervision and travel and accommodations (if required) to be included in this per diem price.	3 Days	
		Estimated Hours	Per Hour Rate
2	Hourly rate for guidance of first two sessions offered by Garrison Petawawa. The vendor is to provide experienced clinician to assess clients and co-facilitate the first two group programs offered at Garrison Petawawa. The clinician will mentor the social workers from the base, provide informal supervision and be available on call to answer questions and de-brief as required.	20 hrs	
		FIRM LOT PRICE	FIRM LOT PRICE
3	Training for 2 Canadian Forces Social Workers who will facilitate the first 2 groups at Garrison Petawawa. It is recommended that 2 Social Workers attend a 12 week session at the Vendor's site. Lot Price would	Lot	

	be priced per day x 12 sessions for a total of 2 personnel. CF Social Workers will observe and participate in group planning and post-group debriefing in this training session.		
4	Intake – For the first two groups, every potential group participant will be interviewed individually, by both the vendor and the Canadian Forces social worker. This allows for an assessment of risk, and an opportunity to facilitate engagement with the program goals. Estimate would be that the intakes be conducted at Garrison Petawawa over 4 days (3 interview per day). Each interview would last approx.. 1.5 hours and 12 clients would participate in each group	Lot	

All other terms and conditions remain unchanged.