



Parks Canada
Parcs Canada

**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À :**

**Agence Parcs Canada
Module de réception des soumissions
111, rue Water Est
Cornwall ON K6H 6S3**

BID FAX : 1-877-558-2349

QUESTIONS AND ANSWERS NO 1

Proposal to: Parks Canada Agency
We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred or attached hereto, the supplies and services listed herein or on any attached sheets at the price(s) set out therefore.

Proposition à : l'Agence Parcs Canada
Nous offrons par la présente de vendre à sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les articles et les services énumérés ici et sur toute feuille ci-annexée, au(x) prix indiqué(s).

THIS RFP CONTAINS A SECURITY REQUIREMENT

**Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur**

Title-Sujet	
Development and delivery of ATIP Élaboration et prestation d'un Programme de sensibilisation d'AIPRP	
Solicitation No. - N° de l'invitation 5P300-16-5442	Date Dec. 1, 2016
GETS Reference No. – N° de référence de SEAG	
Client Reference No. – N° de référence du client	
Solicitation Closes L'invitation prend fin – at – à 2 :00 on – le January 10, 2017	Time Zone Fuseau horaire - Eastern Standard Time (EST)
Address Inquiries to: - Adresser toute demande de renseignements à : Céline Morin (celine.morin@pc.gc.ca)	
Telephone No. - No de téléphone 613-938-5940	Fax No. – N° de FAX:
Destination of Goods, Services, and Construction: Destinations des biens, services et construction : Voir dans la présente	
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur :	
Telephone No. - N° de téléphone :	
Facsimile No. - N° de télécopieur :	
Courriel :	
Name and title of person authorized to sign on behalf of the Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
_____	_____
Name/Nom	Title/Titre
_____	_____
Signature	Date

QUESTIONS AND ANSWERS NO 1

1) The bidding period closes January 10, 2017, and the contract period is from the award date to May 12, 2017 inclusive. We can assume that the evaluation of the proposals will take at least five work days, which leaves 82 work days to complete the work. According to the Statement of Work, there will be up to 40 2-day sessions to give, which equals 80 days. That leaves an equivalent of two travel days to reach 34 field units across Canada. There is therefore no preparation time, as indicated in section 7.1 *Contractor will be responsible for developing and adapting training materials and case studies. These will be reviewed and approved by the Project Authority before the sessions begin.*

Question : How much time is allocated to the preparation of the training material and case studies, and will it be possible to expect a time extension past May 12, 2017?

ANSWER: **There will be no time extension past May 12, 2017. Material preparation will occur at the beginning of the contract, during a maximum of approximately 3 days. The same material will be used for all sessions.**

PLEASE NOTE : The number of sessions might be subject to change. An example itinerary would be that all Field Units that are in the Atlantic Region, could logistically meet in Halifax.

2) According to the Statement of Work, 9.0 Travel, *A maximum travel allowance of \$ 25,000 will be provided to the contractor to cover travel and accommodation costs.* However, the territory to cover goes from coast to coast, plus the Northwest Territories, Nunavut and the Yukon.

Question : Will the Contractor be able to charge for travel time and if so, will that time be included in the \$25,000.00 limit?

RÉPONSE : **No, only transportation and accommodation expenses can be charged.**

3) Could you explain how the winning contractor will charge for development, printing and binding costs for course materials? is this to be included in the per diem costs?

ANSWER: **YES.**

4) Will Parks Canada print and bind materials at no charge to the contractor?

ANSWER: **NO, THE CONTRACTOR MUST INCORPORATE THESE COSTS IN THEIR PROPOSAL.**

5) Which courses and where will the bilingual instructor be required?

ANSWER: **ONCE LOGISTICS ARE FINALISED, ENGLISH AND/OR FRENCH SESSIONS WILL BE DETERMINED BASED ON LOCATION.**

6) Could you also explain how the contractor is to develop materials, have them approved by Parks Canada, modify and then print them and still have time to deliver all courses before 12 May 2017?

ANSWER: CONTRACTOR SHOULD ALREADY HAVE MATERIALS FOR ATIP TRAINING. THEY WILL HAVE TO ADD SOME PARKS CANADA AGENCY CONTENT WHICH WILL BE APPROVED BY THE ATIP MANAGER AND WHICH SHOULD NOT TAKE MORE THAN 1 DAY TO FINALISE. BASED ON THE FINAL TALLY OF THE NUMBER OF SESSIONS TO BE GIVEN, TRAINING SHOULD BE COMPLETED ON TIME.