



Materiel and Procurement Services
200 Kent Street, Station 9W071
Ottawa, Ontario
K1A 0E6

December 12 2016

Subject: Invitation to Tender: FP802-160277

Title: **Two Exercise Development, Facilitation and Evaluation Consultants to assist in Incident Management Exercise Support Services**

ADDENDUM: No. 1

Further to the above mentioned Invitation to Tender documentation previously posted on the Government Electronic Tendering Site (GETS), BuyandSell.gc.ca, Addendum (**#1**) is hereby issued.

Question 1:

The tenure of the resources requested in this RFP appears to be full time or have the potential to be. Is it the intent of the Coast Guard to have the resource(s) onsite in Ottawa or will they be expected to work from the vendors' facilities or both?

Answer 1:

There is no expectation of a full-time commitment. The resources are required to work remotely at their own facilities. They will be required to attend meetings on-site in Ottawa and other cities across Canada as required for planning purposes. However, the majority of preparation work is expected to be completed in collaboration with Coast Guard staff in Ottawa, with exercises delivered in all CCG Regions and National Headquarters in Ottawa.

Question 2:

Would the Crown provide further clarification regarding the term "Immersive Simulation";

- a) Is this requirement referring to the use of a specific simulation tool?*
- b) And if so, is there a preferred tool in use at Coast Guard?*
- c) Has there been use of a simulation tool in the past?*
- d) Is the intent of the Immersive Simulation to be the experience of immersion which can be created using injects and realistic scenarios or is there an expectation that a tool would be used, whether already known or not?*

Answer 2:

- a) No. At this time, CCG plans to use realistic scenarios and injects to simulate an immersive exercise environment for the exercise players.*
- b) See answer in 2a.*
- c) To date, no simulation tool has been used for an exercise planned by the Office of Incident Management.*
- d) The intent of the immersive simulation exercise is to create an exercise environment reflective of an actual response using a realistic scenario and injects. No specific exercise simulation tool will be used.*



Question 3

Is there an SRCL for this requirement? What level of security clearance is expected for these roles?

Answer 3

There is no Security Requirements Checklist (SRCL) and no security clearance requirements. However, please note that:

- 1. The Contractor/Offeror, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, MUST NOT access PROTECTED and/or CLASSIFIED information or assets.*
- 2. The Contractor/Offeror personnel MAY NOT ENTER NOR PERFORM WORK ON sites were PROTECTED OR CLASSIFIED information or assets are kept, without an escort provided by the department or agency for which the work is being performed.*
- 3. The Contractor/Offeror MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.*
- 4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the DFO or the CISD/PWGSC.*
- 5. The Contractor/Offeror must comply with the provisions of the:*
 - a. Security Requirements Check List and security guide (if applicable)*
 - b. Industrial Security Manual (Latest Edition)*

All other Terms and Conditions for this requirement remain unchanged.

Tenderers are to acknowledge this Addendum by signing in the space provided below and enclosing a copy of this document with their tender submission.

Regards

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RECEIPT ACKNOWLEDGED

Name of Company _____

Signature _____