



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

Bid Receiving - PWGSC / Réception des soumissions  
- TPSGC

11 Laurier St. / 11, rue Laurier

Place du Portage, Phase III

Core 0B2 / Noyau 0B2

Gatineau, Québec K1A 0S5

Bid Fax: (819) 997-9776

**Revision to a Request for Supply  
Arrangement - Révision à une demande  
pour un arrangement en matière  
d'approvisionnement**

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**

Training and Specialized Services Division/Division de  
la formation et des services spécialisés  
11 Laurier St. / 11, rue Laurier  
10C1, Place du Portage  
Gatineau, Québec K1A 0S5

<b>Title - Sujet</b> Learning Services SOSA	
<b>Solicitation No. - N° de l'invitation</b> E60ZH-1700LS/B	<b>Date</b> 2017-03-17
<b>Client Reference No. - N° de référence du client</b> E60ZH-1700LS	<b>Amendment No. - N° modif.</b> 002
<b>File No. - N° de dossier</b> 144zh.E60ZH-1700LS	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$ZH-144-31091	
<b>Date of Original Request for Supply Arrangement</b> 2017-02-20 <b>Date de demande pour un arrangement en matière d'app. originale</b>	
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2017-04-03</b>	<b>Time Zone</b> Fuseau horaire Eastern Daylight Saving Time EDT
<b>Address Enquiries to: - Adresser toutes questions à:</b> See SOSA OCAMA generic email	<b>Buyer Id - Id de l'acheteur</b> 144zh
<b>Telephone No. - N° de téléphone</b> ( ) - ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Delivery Required - Livraison exigée</b>	
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	
<b>Security - Sécurité</b> This revision does not change the security requirements of the solicitation. Cette révision ne change pas les besoins en matière de sécurité de l'invitation.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Acknowledgement copy required</b> <b>Accusé de réception requis</b>	<b>Yes - Oui</b> <input type="checkbox"/>	<b>No - Non</b> <input type="checkbox"/>
<b>The Offeror hereby acknowledges this revision to its Offer.</b> <b>Le proposant constate, par la présente, cette révision à son offre.</b>		
<b>Signature</b>	<b>Date</b>	
Name and title of person authorized to sign on behalf of offeror. (type or print) Nom et titre de la personne autorisée à signer au nom du proposant. (taper ou écrire en caractères d'imprimerie)		
<b>For the Minister - Pour le Ministre</b>		

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## SOLICITATION AMENDMENT 002

This amendment is raised to:

- A. Provide answers to questions from bidders.
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### A. Questions and answers

#### Q11

Kindly confirm the final date for which you will answer questions/issue new amendments.

#### A11

As per Part 2 – Bidder's instructions, section 2.5 Enquiries: All enquiries must be submitted in writing, using the [TPSGC.OCAMAServicesApprentissage-SOSALearningServices.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.OCAMAServicesApprentissage-SOSALearningServices.PWGSC@tpsgc-pwgsc.gc.ca) email address, no later than 15 calendar days before the RFSA/RFSO closing date and time. Enquiries received after that time may not be answered.

#### Q12

When providing responses to each stream category, do we consolidate responses according to the overall stream name, or do we need to provide responses for each sub-category?

For example: **Reference Stream 4** – Would we need to provide prior experience to demonstrate experience for all 5 applicable roles/tasks or are projects containing one or more tasks listed under that Stream sufficient to meet that Stream's minimum past project revenue?

4. Multi-media Design and Development:

1. Graphic Designer
2. Photographer
3. Animator
4. Video Producer
5. Audio Producer

#### A12

The confirmation of business volume is specific to a stream. At least one category need to be selected under a stream.

As per Attachment A to Component I, Mandatory Technical Evaluation Criteria for the Supply Arrangement and Standing Offer, M4 Confirmation of Business Volume for the specific stream they are applying for:

**M.4.1** Within the last 3 years of the closing date and time of this RFSA/FRSO solicitation, New Bidders must have invoiced a gross business volume in sales in the amount of at least:

- **Stream 4:** \$150 000 Multi-Media Design and Development ;

### Q13

I am able to go to all sections and input the information. However, when I try to go to the section "Financial Rates for Standing Offer" I get the following message:

#### Problem Report

*An unexpected problem has occurred while trying to process your request. You may attempt to retry your request immediately or at a later date. The CPSS webmaster has been notified of the problem.*

*Thank you for your patience*

Can you please assist with this matter?

### A13

Please ensure that all Streams marked as 'Please Select' are updated to 'Not Offered'. You can do this by selecting Mandatory Criteria, then Stream Information and making the appropriate updates. Once that is done, you should be able to finalize your bid.

### Q14

#### Regarding M.4.1

Can you please confirm that the gross business volume invoiced must be specific to the stream(s) being bid. i.e. If submitting for Stream 1, then the bidder must demonstrate \$150,000 in gross business volume invoiced specific to Stream 1.

If the answer to the first part is yes, then could you please clarify the proof of compliance that is required? While the list of potential evidence is similar to the list in TSPS, TSPS only requires suppliers to demonstrate overall business volume, not stream specific business volume. Financial information and tax returns would not include detail such as the work performed related to a stream. Even invoices in most cases will not be specific enough. On the other hand TBIPS requires a Total Cumulative Value Billed table which requires that bidders provide details, by project, that include client organization, period start and end dates (representing the timeframe for the amount billed), amount billed and a description of the work performed. Could you please clarify how detailed/specific the evidence of amount billed per stream must be?

### A14

Yes, the business volume invoiced must be specific to the stream(s) being bid for. Upon request by Canada, bidders will be asked to submit via e-mail, proof of compliance. Canada could request this proof of compliance in the format of a report detailing, project information, period start and end dates, amount billed, etc.

As per Attachment A to Component I, Mandatory Technical Evaluation Criteria for the Supply Arrangement and Standing Offer, M4 Confirmation of Business Volume for the specific stream they are applying for:

**M.4.1** Within the last 3 years of the closing date and time of this RFSA/FRSO solicitation, New Bidders must have invoiced a gross business volume in sales in the amount of at least:

- **Stream 1:** \$150 000 Strategic Learning Advisory Services ;

To demonstrate this requirement New Bidders must:

- i. agree that it meets this mandatory requirement through its DCC submission; and
- ii. submit via e-mail upon request by Canada, proof of compliance (e.g. financial information, invoices, tax returns, etc.).

#### **Q15**

The original Stream 1, Strategic Learning Advisor in the 2014 Standing Offer (File # E60ZH-070003/F, Annex A - Requirements for Services) appears to have been split to create two positions - the revised Stream 1, Learning Advisor (page 61 of the RFP) position and the Stream 3, Advisor in eLearning and Learning Technology position (page 68 of the RFP).

As an existing supplier, we qualified for the original Strategic Learning Advisor category, all levels.

Do existing suppliers who qualified in the former Stream 1, Strategic Learning Advisor category (all levels) have to re-qualify (including M3) for the new Stream 3, Learning Advisor position?

#### **A15**

Yes, you will need to request the Advisor in e-Learning and Learning Technology category under the new Stream 3 and respond to all the mandatory criteria.

#### **Q16**

The original 2014 Standing Offer (File # E60ZH-070003/F, Annex A - Requirements for Services)

Stream 5, Quality Assurance had three positions: Quality Assurance Specialist, Senior Tester and Junior Tester.

As an existing supplier, we qualified for all three of these categories.

The new RFSA/FRSO Re-Competition has now combined Quality Assurance into Stream 3 and has three positions: Quality Assurance Specialist, Senior Tester and Intermediate Tester. However, the qualifications for the former "Junior Tester" are the same as for the new "Intermediate Tester" (i.e. two (2) years' experience in M1 to M5 and (3) SCORM courses within the last three (3) years for M6).

Do existing suppliers who qualified for Junior Tester in the former Stream 5 have to re-qualify (including M3) for the new Intermediate Tester in the newly combined Stream 3?

#### **A16**

If you were qualified for all three categories under the old Stream 5, you will select "Currently Offered" under the new Stream 3 and "Currently Substantiated" for the Senior Quality Assurance Specialist, Senior Tester and Intermediate Tester.

#### **Q17**

We are an existing supplier (SA) on the SOSA for Learning Services. I note in the image below that there is a reference to a document (supplier information reference to page number at bottom of image). Is it

necessary to have a document to accompany the bid submission through the DCC of the CPSS e-Portal Supplier Module? We are adding the SO.

**For DCC Navigation Instructions:** please refer to Attachment C of Component I.

As per Criterion M.1 of Attachment A to Component I of the RFSA/RFSO:

New Bidder must have carried on business as the same legal entity for a minimum of 3 years as of the closing date of this RFSA/RFSO solicitation.

To demonstrate this requirement, the New Bidder must certify that it meets the minimum of 3 years in business through its DCC bid by this RFSA/RFSO solicitation closing date and time; and submit via email upon request by Canada, the documented proof of its status (such as a certificate of incorporation, business registration or tax returns) confirming the number of years it has been in business.

If the New Bidder is a joint venture, each member of the joint venture must meet the minimum of 3 years in business as of the closing date of this RFSA/RFSO solicitation.

In the case of Bidders who are Existing Suppliers, Canada does not require a demonstration of this requirement and their information should be carried-over automatically, unless they want to qualify for additional stream(s) and/or category(ies).

#### STEPS

1. Review the information and enter the date the bidder's business was established in the space provided.
2. In the Page Reference field enter "None".
3. If this is a joint venture, include the date the JV was established, then the information requested for each JV member and click "Save".
4. Click the "Return to Mandatory Criteria" link.

#### Supplier Information

Please enter the date established and the page reference # for the supplier. Should the page reference be unknown at this time, please indicate this by typing "Unknown" in the page reference field.

Established On (YYYY-MM-DD): 2011-06-20

Page Reference: unknown

#### A17

No document should accompany the bid submission through DCC, this is a paperless process. The DCC supplier information, page reference section, should say unknown or none.

As per Part 2 Bidders Instructions, Section 2.4. Submission of Bids: This is a paperless bid submission process. While Bidders normally have the option to submit their bid to Canada in writing directly, by mail, or by other means, due to the nature of this RFSA/RFSO solicitation, bids must be submitted electronically through the DCC of the CPSS by the RFSA/RFSO solicitation closing date and time.

Solicitation No. - N° de l'invitation  
E60ZH-1700LS/B  
Client Ref. No. - N° de réf. du client  
E60ZH-1700LS

Amd. No. - N° de la modif.  
002  
File No. - N° du dossier  
144zh. E60ZH-1700LS

Buyer ID - Id de l'acheteur  
144zh  
CCC No./N° CCC - FMS No./N° VME

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**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED**

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