



**SOLICITATION AMENDMENT
MODIFICATION DE L'INVITATION**

Proposal to / Propositions aux:
tanya.lavergne@canada.ca

The referenced document is hereby revised;
unless otherwise indicated, all other terms and
conditions of the Solicitation remain the same.

Ce document est par le présente révisé; sauf
indication contraire, les modalités de l'invitation
demeurent les mêmes.

Date : March 29, 2017
Address inquiries to – Adresser toute demande de renseignements à: Tanya.lavergne@canada.ca
Area code and Telephone No. Code régional et N° de téléphone (613) 882-2572
Destination Statistics Canada Materiel and Contracts Services Main Bldg, Room 1405 150 Tunney's Pasture Driveway Ottawa, Ontario K1A 0T6

Instructions :
See herein

Instructions:
Voir aux présentes

Solicitation No – N° de l'invitation : J003925
Solicitation closes – L'invitation prend fin At – à : 14 :00 EDT On – le : April 20, 2017

Delivery required – Livraison exigée	Delivery offered – Livraison proposé
Vendor Name and Address – Raison sociale et adresse du fournisseur Facsimile No – N° de télécopieur : Telephone No – N° de téléphone :	
Signature	Date

Name and title of person authorized to sign on behalf of vendor (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'impression).
Name – Nom :
Title – Titre :



Amendment 002 is raised to answer questions that were received during the solicitation:

Q1: Would all training be on Office 2013 at this time, with the exception of Visio (which is 2003)?

A1: As stated in the statement of work under 2.2 Background, the current Microsoft Office version deployed on employees’ workstation is 2013.

Refer to the table under 3.2 for the current versions of Visio software deployed on employees’ workstations.

Q2: Regarding Access Level 1 and Microsoft Project Level 1 would we be able to offer these at a 1 day in length or is it a requirement to keep these at 2 days.

A2: Refer to the table under 3.2, it is specified “Estimated Duration of Course in days”

At Annex A Statement of Work, Sub-section 3.2 Course List and Estimated Volume of the

Delete in its entirety.

Insert the following:

3.2 Course List and Estimated Volume

The annual estimated number of courses does not constitute a Contract Guarantee. STATCAN estimate one hundred twenty-three (123) days of training per year.

Course Titles	Estimated Duration of Course in days	Annual Estimated Number of Offerings
Microsoft Desktop Applications		
Access – Level 1	2	6
Access – Level 2	1	4
Access – Level 3	1	2
Excel – Level 1	1	12
Excel – Level 2	1	8
Excel – Level 3	1	6
MS Project – Level 1	2	6
MS Project – Level 2	1	4
Outlook – Level 1	1	10
Outlook – Level 2	1	6
PowerPoint – Level 1	1	4
PowerPoint – Level 2	1	2
Visio – Level 1 version 2003, 2007, 2010, 2013	1	4
Visio – Level 2 version 2003, 2007, 2010, 2013	1	2
Word – Level 1	1	6
Word – Level 2	1	4
Word – Level 3	1	2
Microsoft Office - New Features	1	13



Microsoft OneNote	1	10
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Q3: Can you confirm that it is Visio 2003 that you are using?

A3: Refer to question and answer 2 above.

Q4: Please confirm the details of mandatory criteria 01 on page 9 section 4.1.1.1 « The Bidder must clearly demonstrate that it has delivered a minimum of thirty (30) offerings specified in section 3.2 ».

Should we demonstrate

30 courses in total

or

30 courses for each of the titles listed in Table 3.2

or

30 courses for each of the titles and levels listed in Table 3.2?

A4: The Bidder must demonstrate having offered at least thirty (30) deliveries in total of any courses indicated in Section 3.2 of the Statement of Work to an external client as of January 1, 2012.

Q5: Does this mean this is only necessary if we have had integrity problems? If we have not had a problem, we need not fill out the document?

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide with its bid the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.1 Integrity Provisions – Required Documentation

In accordance with the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

A5: You must complete the documents regardless of whether you have had integrity problems. The integrity check is now mandatory: it will be checked before the contract is awarded.

Q6: In Part 4, Section 4.1.2.1 Mandatory Financial Criteria

Option 1 or Option 2, please confirm that this is not relevant to this bid.

A6: This sub-section only advises bidders how the evaluation will be completed.

Q7: Page 1: Details on delivery required or proposed.

A7: This box indicates the required date of a product or service.

Q8: Page 1: Should this page be completed and attached to our submission?

A8 : Oui. La page 1 doit être signée et retournée avec votre soumission.

Q9: Page 5, Article 2.2: Our submission can be emailed to your attention?

A9: Yes. Your submission must be emailed to tanya.lavergne@canada.ca



Q10: Page 8, Article 3.1: Is there a template to be used for Section I Technical Bid

A10: Annex E shows an example of the Technical Bid. This must be completed and submitted separately from the Financial Bid.

Q11: Page 8, Article 3.1.2 and page 10, Article 5.1: Where can I find the different attestations in Section III to be attached to the proposal?

A11: Section 3.1.2 directs you to give your preference to Annex C for bill payments. With respect to Section 5.1, the links are clearly identified in the solicitation document.

Q12: Beyond sections I to III to be transmitted and annexes B, C and E, what other

A12: The front cover of the Request for Proposal and the cover page of this modification.

Q13: Under Part 6 “Resulting Contract Clauses,” Section 6.2.1 General Conditions references that “2035 (2016-04-04), General Conditions – Higher Complexity – Services” are to apply and form part of the Contract. These general conditions contain Section 19 “Ownership,” which indicates, “Unless provided otherwise in the Contract, the Work or any part of the Work belongs to Canada after delivery and acceptance by or on behalf of Canada.” The section further discusses transfer of ownership to the Work. – Please confirm it is not Canada’s expectation that it will have ownership rights with regard to the intellectual property of the courses and course materials to be provided under this Request for Proposal, if they are standard off-the-shelf courses (with existing materials).

A13: Statistics Canada is looking for a supplier to deliver the courses outlined in the RFP and to provide the training manual in both English and French. Intellectual Property will not be created from this contract.

Q14: The 2035 (2016-04-04), General Conditions – Higher Complexity – Services include a “Copyright” section (Section 20 specifically). This section details that “Materials” are “anything that is created by the Contractor as part of the Work under the Contract, that is required by the Contract to be delivered to Canada and in which copyright subsists.” – Please confirm it is not Canada’s intent for this RFP to involve Contractor creating any such “Materials” if it already has commercially available IT training courses that will cover the services being requested.

A14: Refer to answer 13 above.

Q15: Reference: Appendix I 2.0 states the instructor must use the manual in the “designated course language” **when available**. Annex A - SOW Section 3.5 Course materials, states course material including course manuals **must be available** in English and French as required by the Project Authority.

Course manuals are only available in English. Would it be acceptable to conduct the training using English or French software and an English or French instructor as required, while providing the hard and soft copy manuals in English only, and a Quick Reference Card in both English and French?

A15: The manuals must be offered in the language in which the course is delivered, as specified in section 3.5 of the SOW.

Delete Appendix I — Instructor’s Guidelines, Section 2

Q16: The Government of Canada (through PSPC) is preparing to award a Standing Offer and Supply Arrangement that covers all IT Training Services. How will this award impact the Stats Canada RFSA for instructor based Microsoft Desktop, Visio and Outlook Training?

A16: Statistics Canada is aware of the Standing Offer and Supply Arrangement that PSPC is putting in place. Statistics Canada is looking at putting in place a contract for 1 year plus two (2) optional years.



**Statistics Statistique
Canada Canada**

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ALL OTHER TERMS AND CONDITIONS OF THE SOLICITATION REMAIN UNCHANGED.



Statistics **Statistique**
Canada **Canada**

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Amendment No. – N° modif. 002