

AMENDMENT 001

CSPS-RFSO-17LL-0435

To all Offerors:

The purpose of this amendment is to give effect to the following:

Questions and Answers

Question # 1:

For the RFSO, all per diem must include estimated travel costs for all the locations across Canada. As you well know, it will be impossible for one company to bid for all locations unless they calculate estimated travel costs and factor that in. The most significant travel costs component will be the estimated airfare that can vary a lot based on when the booking is made. It is also affected by the length of a course, if courses are combined or not, etc. i.e. an airfare ticket divided over 4 days is not as if divided over 1 or 2 days. In the regions, most of the courses are confirmed, based on experience, about two weeks before the delivery, which increase dramatically the airfare costs and makes the whole proposal very risky. Furthermore, the potential suppliers will either not bid for many remote areas or bid at a very high rate to avoid unpleasant surprises.

What will CSPS do if no suppliers bid for certain areas i.e. will they consider the lowest cost compliant bidder from the NCR to go teach for example in Vancouver and add the travel costs?

Answer # 1:

The Canada School of Public Service (CSPS or the School) does not expect that one (1) Offeror would necessarily be able to provide services in all locations; thus the reason that we state in the RFSO under Part 1, Section 1.2, that multiple standing offers will be awarded to all Offerors who qualify.

The purpose of asking Offerors to include travel and living expenses into their daily rates is to reduce these costs to the School and qualify Offerors across Canada who can offer these services in various locations.

Offerors should refer to Part 7 A, Section 7.9, under **Note:** (found at page 57 in the RFSO), which explains how CSPS intends to allocate work to an Offeror who

has been awarded a Standing Offer (SO) when there is a requirement in a location where no Offeror was awarded a SO.

For example, if two (2) Offerors have been awarded a Standing Offer under Domain 2 for the NCR location, and the requirement is to teach course M704 (a Domain 2 course in English) in Vancouver, but there are no Offerors that have been awarded a SO in this location, the Offeror who has qualified first under Domain 2 (English) who is the closest in proximity to this location (which, for this example only, are the Offerors qualified to provide services under Domain 2 in the NCR) will be approached first to ask if they can fulfill this requirement before the second ranked Offeror in the NCR. If the first ranked Offeror is able to provide the services required, the Offeror will be paid travel and living expenses, along with their daily rate (for the NCR), to provide these services.

Question # 2:

If CSPS wants to consider the option above (i.e. compensate separately for travel cost), can CSPS add a new per diem rate for across Canada exclusive of travel costs (to be used just in case no supplier bid for certain areas)? This would cover then all angles.

Answer # 2:

CSPS will not add a new per diem rate. Attachment 1 to Part 3 – Pricing Schedule, remains unchanged.

Question # 3:

There are 3 specific domains and 1 overall domain. The course listed in the overall seems to only include the course M714. Is this the only course to be covered by this domain? If domain 4 covers all courses, how will the ranking of the suppliers work let say to deliver the M704 (domain 2). First, the ranking of domain 2 or the ranking of domain 4? We fail to see the value of domain 4 unless it is only for the course M714. Please explain.

Answer # 3:

Domain 4 does not cover all courses. The courses listed under each Domain can be found in Annex A – Statement of Work, under the following sections: Section 4.1 for Domain 1, Section 4.2 for Domain 2, Section 4.3 for Domain 3, and Section 4.4 for Domain 4. Courses are also listed in the table found in Section

4.6.1 of Annex A. These sections clearly list all the courses offered under each Domain. Therefore, it is clearly indicated that under Domain 4 only one course (M714) is listed.

Offerors submitting offers under a Domain, and are successful, will be awarded a Standing Offer and ranked for that domain only.

Therefore, using your example, an Offeror who was successful under Domain 4 will be awarded a Standing Offer and will be ranked to offer services under Domain 4 only. The same Offeror will not be providing services under any other domain.

CSPS would like to clarify that when we state Domain 4: General – All Domains in the RFSO, including Annex A - Statement of Work, what was really meant is that Domain 4 covers all communities (Procurement, Materiel Management, and Real Property). See Solicitation Amendment 1 below.

Solicitation Amendment 1:

The following wording “Domain 4: All Domains (P/MM/RP)” is deleted and replaced with the following: Domain 4: All Communities (P/MM/RP).

The following pages and sections in the RFSO are revised accordingly:

Page 5, Section 1.2 – Summary

Page 23, Section A – Initial Period of the Standing Offer in Attachment 1 to Part 3 – Pricing Schedule

Page 25, Section B – Optional Period(s) beyond the Initial Period of the Standing Offer in Attachment 1 to Part 3 – Pricing Schedule

Page 43, Section 4.0, 4.1 and 4.2 in Attachment 1 to Part 4 – Evaluation Criteria

Page 65, Section 4. in Annex A – Statement of Work

Page 66, Section 4.4 in Annex A – Statement of Work

Page 68, Section 4.6.1 in Annex A – Statement of Work

Page 74, Section A - Initial Period of the Standing Offer in Annex B – Basis of Payment

Page 82, Section B – Optional Period(s) beyond the Initial Period of the Standing Offer in Annex B – Basis of Payment

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.