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Core 0B2 / Noyau 0B2

Gatineau, Québec K1A 0S5

Bid Fax: (819) 997-9776

**SOLICITATION AMENDMENT
MODIFICATION DE L'INVITATION**

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

Business Management and Consulting Services Division
/ Division des services de gestion des affaires et de
consultation

11 Laurier St. / 11, rue Laurier

10C1, Place du Portage

Gatineau, Québec K1A 0S5

Title - Sujet TRAINING CAPABILITY DEVELOPMENT	
Solicitation No. - N° de l'invitation W8486-163226/D	Amendment No. - N° modif. 014
Client Reference No. - N° de référence du client W8486-163226	Date 2017-12-08
GETS Reference No. - N° de référence de SEAG PW-\$\$ZG-402-31860	
File No. - N° de dossier 402zg.W8486-163226	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-12-20	Time Zone Fuseau horaire Eastern Standard Time EST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Lalonde, Martin	Buyer Id - Id de l'acheteur 402zg
Telephone No. - N° de téléphone (873) 469-3955 ()	FAX No. - N° de FAX (819) -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of 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)	
Signature	Date

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Amendment 014 is raised to:

- 1. This amendment is raised to retract, in its entirety, the response to Question 45 provided in Amendment 11;**
- 2. To answer the following questions; and**
- 3. Amend Annex A - Statement of Work, Section 7.12 Travel.**

1. Modify answer provided at question 45:

Question 45:

Perhaps we misunderstood the definition and requirements of the transition phase, but our understanding is Transition begins at contract award, and ends at SED, which Canada defines as Contract Service Delivery in Answer 20. Based on the dates provided in Answer 20, the Transition phase is clearly 1 year in duration, from April 2018 to April 2019. We are also concerned about memory retention. We do not want to conduct training long before the SED, and then require a refresher course.

To provide the flexibility the Contractor requires over a 1-year period in which there is far less than one year's level of effort in the unfunded Transition period, please consider our request to allow the Bidder's Transition approach to provide for two kick-off meetings. The first kick-off meeting occurs 2 weeks after contract award, and includes the Contract Management Team (CMT). At that kick-off meeting, Canada and the Contractor will review the Transition schedule and approach. At a time proposed by the Bidder and verified by Canada and the Contractor in this first kick-off meeting, Canada will meet the Contractor for a second kick-off meeting, in which both the CMT and the Initial Core Resource Team will attend. This second kick-off meeting will serve the purpose of the kick-off meeting identified in the RFP, Annex A, Section 4.2.1, Item (b).

Revised Answer 45:

Given that this procurement requires Treasury Board approval, it is expected that the new contract could be awarded in May 2018. This aligns with the allocated time frame of approximately eight (8) to ten (10) months for the Transition Phase as indicated in Section 4.1.2 of the Statement of Work.

This transition period is intended to allow a new contractor time to complete all the training requirements provided in Table 2 – Training Required for Core and Non-Core Resources during Transition Phase of Annex A of the RFP. In addition, it ensures the new Contractor can assume responsibility and reach a steady state of activity prior to completion of Phase 1.

As per article 4.2.1 of Annex A - Statement of Work; the Contractor is required to provide all Core resources résumés upon Contract Award in order for Canada to confirm that all the resources proposed by the winning bidder have all the required experience and qualifications to undertake the contract.

Depending on the complexity of the position and required knowledge / experience, some of the resources, based on their background, training and experience may require extensive training in order to be ready to fully assume their responsibilities.

With regards to holding two kick-off meetings, as indicated in the Statement of Work, Canada has requested that within two (2) weeks after the kick-off meeting, the Contractor must provide a detailed Transition Schedule that demonstrates an efficient transition which allows for an orderly and timely set up to fully meet the requirements of the Statement of Work. It is up to the Contractor to include in the

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Transition Plan their recommended approach to meet the requirements and to obtain approval by the Technical Authority.

2. To answer the following questions:

Question 54:

Please provide the name and coordinates of the Fairness Monitor for this Solicitation.

Answer 54:

As per the RFP, Part 4 – Evaluation Procedures and Basis of Selection, article 4.1.1: Canada has engaged KPMG LLP., as an independent third-party fairness monitor to observe the whole procurement process, including the engagement process and the evaluation process, in order to provide an impartial opinion on the fairness, openness and transparency of each activity of the procurement process. The fairness monitor will not be part of the evaluation team, but will observe the evaluation of the bids with respect to Canada's adherence to the evaluation process described in this bid solicitation.

KPMG LLP's role is to oversee the solicitation process including all communications between PSPC and the industry participants from a fairness monitoring point of view and only reports to PSPC. Fairness Monitor cannot answer any bidder's question in relation with its mandate.

Question 55:

With reference to Canada's Answer 40, which referenced Canada's Answer 11 and 12, Canada did not answer the question as posed.

We repeat our concern from Question 40 that we found no evaluation criteria, that is, guidance to bidders and to the evaluation committee on how to assess, rate, rank, and score Bidder supplied information relating contract financial information Canada requests in connection with following criteria in the RFP, Part 4, Attachment 1:

- ? Corporate Experience Criteria MT.1 and MT.2; and
- ? Bidders Experience RT.1.2 and RT.1.4.

In each and every of the above identified criteria, Canada requires previous contract values. In one case, Canada requires month-by-month contract values.

In the case of MT.1 and MT.2, at no time does financial information appear in the unlabeled center column of the table, which contains the actual evaluation criteria. The request for financial information appears only in the rightmost column labeled 'Compliance/Demonstration', which describes what information the Bidder must provide to remain compliant with the proposal preparation instructions.

In the case of RT.1.2 and RT.1.4, at no time does financial information appear in the unlabeled second-from-the-left column of the table, which contains the actual evaluation criteria, nor does financial information appear in the unlabeled rightmost column, which contains the rules by which Canada will assign points based on information the Bidder supplies.

In summary, and all above cases, Canada states a bidder must provide the referenced financial information, but at no point does Canada set out how the evaluation committee will consider the required financial information in the assessment, rating, ranking, and scoring of the Bidder's proposal.

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Canada's Answer 11B states "the financial information provided by the bidder ... is important in assessing a bidder's overall training delivery experience." The inescapable conclusion is, as Canada had indicated it will use financial information to assess the Bidder's proposal, and as Canada has not published the evaluation criteria for this financial information evaluation, Canada intends to use undisclosed evaluation criteria.

As requested in Question 40, please identify where in the RFP the criteria state how Canada will evaluate the requested financial contract information, or in the absence of that, please withdraw the requirement for submission of financial information related to prior contracts.

Answer 55:

Canada has revised the Mandatory and Rated requirements. Please refer to the amendment 013, section 2 and 3.

Question 56:

With reference to:

1. RFP, Part 4, Attachment 1, Requirement RT.1.2; and
2. Answer 11A

we understand Canada wishes to gauge the month-to-month activity of a contract. We observe that Canada's interests are better served by requiring bidders to provide month-to-month resource deployment instead of financial information, since the resource deployment is a more accurate measurement of the contract activity in relation to the evaluation criterion. We therefore request that Canada replace its request for month-to-month contract values to month-to-month resource deployment values.

Answer 56:

Canada has revised the Mandatory and Rated requirements. Please refer to the amendment 013, section 2 and 3.

Question 57:

The bidder notes at the RFP Part 1 – General Information that at 1.2.1 it states that:

"The work location for the majority of the Core Resources will be at the Canadian Army Simulation Centre (CASC) site located at Canadian Forces Base (CFB) Kingston, Ontario. However, some of the Core Resources will be located at the Division Simulation Centres (DSCs) located at CFB Edmonton, Alberta; CFB Gagetown, New Brunswick; CFB Petawawa, Ontario; CFB Valcartier, Quebec; and the Canadian Army Command and Staff College (CACSC) in Kingston, Ontario. Occasionally Core Resources will be required in remote areas of Canada, and in foreign countries."

The bidder further notes that at the Attachment 1 to Part 3, Pricing Schedule that the Table which describes the "Historic Usage of Non-Core Resources" that there are a number of activities that appear to be "off-site" and occur in other Canadian provinces or territories. Therefore, the bidder concludes that core and non-core resources are and will be required to travel from their normal place of employment to various locations to execute assigned tasks as assigned by the TA.

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The bidder further notes that in the Section II to PART 3 – BID PREPERATION INSTRUCTIONS that the bidder is not required to price Travel Time, in the same manner that it is not asked to Price Travel and Accommodation.

That being the case, then when reviewing the detail of Part 7, specifically; Payment 7.7.1 and the specifics of 7.7.1.1 and 7.7.1.2, there is no reference to TRAVEL TIME, nor any substantive indication of whether core and non-core resources will be entitled to payment for the hours they spend travelling to and from off-site locations. The bidder seeks clarification and asks that CANADA confirm that TRAVEL TIME for individuals will be an authorized payment and billable to CANADA at the appropriate firm all agreed inclusive hourly rates for labour.

Answer 57:

As per the Annex A – Statement of Work, Section 7.12.3 of the RFP, all travel for both Core and Non-Core Resources is subject to Treasury Board Travel Policy: <http://www.njc-cnm.gc.ca/directive/d10/en> Therefore there is no need for bidders to provide or include costing for travel of resources.

Annex A – Statement of Work, Section 7.12.3; The cost of transportation is not to exceed the cost to be incurred from the closest point of departure, and travel arrangements are to be made in accordance with the terms and conditions for travel herein and in accordance with the Treasury Board National Joint Council Travel Directive in effect at the time of travel. The Treasury Board National Joint Council Travel Directive site is available at: <http://www.njc-cnm.gc.ca/directive/d10/en> . All related transportation costs must be supported by original receipts.

The following sections of the RFP will be updated. (Modifications in Highlight)

3. In the Annex A- Statement of Work, Section 7.12 Travel:

Delete:

7.12.1 Throughout the contract resources may be required to travel. When a resource is required to travel, it will be stated in the DND 626 – Task Authorization. All travel must be pre-authorized by the TA or RTA.

7.12.2 When a resource is requested to travel and the travel requirement is not stated in the DND 626 – Task Authorization, the Task Authorization must be amended for the travel requirement before the travel is conducted. DND has no responsibility to fund travel that is not pre-authorized.

7.12.3 The cost of transportation is not to exceed the cost to be incurred from the closest point of departure, and travel arrangements are to be made in accordance with the terms and conditions for travel herein and in accordance with the Treasury Board National Joint Council Travel Directive in effect at the time of travel. The Treasury Board National Joint Council Travel Directive site is available at: <http://www.njccnm.gc.ca/directive/travel-voyage/index-eng.php>. All related transportation costs must be supported by original receipts.

Insert:

7.12.1 Throughout the contract resources may be required to travel. When a **Non-Core Resource** is required to travel, it will be stated in the DND 626 – Task Authorization. All travel **for both Core and Non-Core Resources** must be pre-authorized by the TA or RTA.

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7.12.2 When a **Non-Core** Resource is requested to travel and the travel requirement is not stated in the DND 626 – Task Authorization, the Task Authorization must be amended for the travel requirement before the travel is conducted. DND has no responsibility to fund travel that is not pre-authorized.

7.12.3 The cost of transportation is not to exceed the cost to be incurred from the closest point of departure, and travel arrangements are to be made in accordance with the terms and conditions for travel herein and in accordance with the Treasury Board National Joint Council Travel Directive in effect at the time of travel. The Treasury Board National Joint Council Travel Directive site is available at: <http://www.njc-cnmc.gc.ca/directive/d10/en>. All related transportation costs must be supported by original receipts.

ALL THE OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.