



Transport Canada      Transports Canada

Place de Ville, Tower "C"  
330 Sparks Street  
Ottawa, Ontario K1A 0N5

April 17, 2018

**ADDENDUM # 1**

**Re:      Request for Proposal T8080-170569**  
**Training Services for TC Employees**

**No consideration will be given for extras and/or changes because the tenderer was not familiar with the contents of this Addendum.**

A question has been received from potential tenderer about the subject Request for Proposals. The purpose of this Addendum to the Request for Proposals is to summarize the question and answer the information of all potential bidders.

**Question # 1:**

- 1) There is no indication as to whether the topics (SCRUM Foundations, Product Owner, User Stories, Agile Programming, SCRUM Master, Test Driven Development, S.O.L.I.D Programming Principles, Scaled Agile/SCRUM) will be delivered in one class or several different classes.
  - a. Is it assumed that all of the above topics will be delivered in the same class?
  - b. If the answer to a) above is yes,
    - i. how many days of training should the cost of training per student in the financial tables be based on?
  - c. If the answer to a) above is no
    - i. how are we to communicate the mapping of days to content and the number of training sessions in the financial tables?

**Answer # 1:**

1 – a. The answer is no.

1 – c. There should be a minimum of 5 different courses (SCRUM Foundations, Product Owner, Scrum Mater, Scaled SCRUM, and other) other topics can be covered in one or more courses. Students should be eligible to take their SCRUM certifications as a result of taking these courses.

Please provide a flat rate for the training courses – this can be accomplished by taking an average course duration and average course cost.

For example purposes only:

Scrum foundation 5 days @ \$x

Product owner 4 days @ \$y

Scrum Master 3 days @ \$z

Average 4 days @ \$y

**Question # 2:**

In order to be compliant with the requirement that they be able to deliver training in French and in English, is it mandatory that the materials included in the proposal be available in French and in English?

**Answer # 1:**

The materials need to be available in both official languages at the time of training.

**Question # 3:**

Would Transport Canada consider facilitators with English only course deliveries?

**Answer # 3:**

In reference to Appendix B of the RFP, section 7 - The course delivery by the vendor's proposed resource needs to be offered in both official languages (English and French) to meet the Official Languages Act and be able to assist/respond to the participants in their language of choice.

**Tenderers are to acknowledge this Addendum by signing in the space provide below and enclosing a copy of this document with their Technical proposal.**

All other terms and conditions of the Request for Proposals remain unchanged.

Yours truly,

(Original signed by)

Céline Chartrand  
Team Leader, Contracting Specialist  
Materiel and Contracting Services

**RECEIPT ACKNOWLEDGED**

Name of Company \_\_\_\_\_

Signature \_\_\_\_\_

**Canada**