

AMENDMENT 001

CSPS-RFP-18LL-1702

To all Offerors:

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

Questions and Answers

Question # 1:

Does delivering courses count as experience as “Lead” providing advice and guidance in Access to Information and Privacy, since as a trainer, we are often asked to answer questions and provide guidance and information, about various situations participants encounter.

I have delivered courses for CSPS in this area in the past and I have developed courses for other departments in ATIP and Privacy Act, and have worked as a consultant, but not as an employee of government in this area for 3 years. Some of the criteria require experience uniquely as an employee, will you consider consultant combined with work in the provincial and federal government?

Answer # 1:

To clarify, mandatory criteria MT3 and rated criteria RT1, RT2, RT3 and RT5 clearly state that “working within the public sector includes as an employee and/or as a consultant within a federal, provincial/territorial, state or municipal government”, and rated criteria RT4 states that “working within the federal government includes as an employee and/or as a consultant”. Nowhere does it state that experience is required uniquely as an employee. Therefore it is the responsibility of the Bidder to clearly demonstrate the proposed resource’s experience as an employee and/or as a consultant in each criteria.

As stated in RT4, “a team lead is an individual who has provided guidance, instruction, direction and leadership to a group of other individuals for the purpose of achieving mandated results”.

CSPS will not instruct Bidders on what can be counted as experience or not. It is incumbent upon the Bidder to ensure that their proposal clearly demonstrates a proposed resource’s experience for each criteria listed.

Question # 2:

In regards to the subject solicitation (CSPS-RFP-18LL-1702), could you please confirm how many resources we must provide at bid closing to be compliant? I see it is a maximum of 4, but are we able to bid only one resource for example? (If the resource was bilingual). I am assuming we need to bid either bilingual or English AND French so that the capability of delivering training in either official language is there?

Answer # 2:

As stated in mandatory criteria MT1 (at page 16), the Bidder must propose one (1) or more resources, up to a maximum of four (4) resources, that can teach the courses in English OR in French OR a bilingual resource that can teach the courses in both English and in French.

Therefore, it is to the Bidder's discretion should they wish to propose only one (1) resource who is English OR French OR bilingual.

Question # 3:

According to the Statement of Work (page 34) indicates that "there are no travel requirements for course deliveries within the NCR" but "the contractor may be required to travel to various location across Canada". Also according to page 12, pricing schedule, the "rates (...) include the total estimated costs of all travel and living expenses". Would the Crown please clarify if the contractor will be required to travel outside the NCR and if so, are will be the locations?

Answer # 3:

As stated in Section 13 of the Statement of Work (at page 40), "The Contractor may be required to travel to various locations across Canada to deliver classroom training during the period of the Contract". These locations could include, but are not limited to, the following: Montreal, Quebec, Halifax, Moncton, Toronto, Vancouver, or Winnipeg.

Also, to clarify, the rates quoted by the Bidder in the Pricing Schedule (at page 12) include the total estimated cost of all travel and living expenses that may need to be incurred for work performed in the National Capital Region (NCR). If travel is required outside the NCR, the School will reimburse travel and

living expenses in accordance with the *National Joint Council Travel Directive*, as stated in Section 13 of the SOW (at page 40).

Question # 4:

We were also hoping to find out if there is an incumbent performing or incumbent company providing similar or related work/services currently or in the past? If so, could you provide the name of the incumbent company and the duration and value of the contract(s)?

Answer # 4:

Yes, there are incumbents providing similar or related work/services currently and in the past. However, they are/were not contractors. The courses are currently being given by federal government employees from various departments who are subject matter experts in the ATIP field.