

AMENDMENT 002

CSPS-RFP-18LL-1702

To all Offerors:

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

Questions and Answers

Question # 5:

On Page 38 of the SOW, under client support, section e, the client will make all the logistical arrangements: booking of room, and equipment, printing of materials, confirming participant attendance etc.

But on page 39 section 11 under location of work:

The contractor may be required to provide classroom training in other locations across Canada.

Could you confirm if CSPS will have available training classrooms across Canada?

And, if they don't have available classrooms, and if external classroom space is required, would CSPC pay for the cost of renting these facilities?

Answer # 5:

Yes, CSPS will be responsible for all logistical arrangements and will make available training classrooms across Canada, as needed.

The Contractor will not be required to find or pay for classroom space in regards to providing training services.

Question # 6:

Also, could you confirm if the consultant will only be responsible for the professional services and for incurring travel and accommodation will be reimbursed as per the National Joint Council Travel Directive?

Answer # 6:

Correct. The Contractor will only be responsible to provide the services of their proposed resource(s) for any requested training session CSPS may have in the NCR or in any other location(s) across Canada, as needed. All travel and living expenses incurred by the Contractor's resource(s) will be reimbursed as per the National Joint Council Travel Directive.

Question # 7:

Also, has anyone been delivering these services over the past 3 years? If yes, which firm and what was the contract value?

Answer # 7:

As previously stated in our answer to Question #4 (see Amendment 001), yes, there are incumbents providing these 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.

Question # 8:

As per attachment 1 to part 3 pricing schedule (page 12 of the RFP) the " The rates (...) are to be firm all-inclusive daily rates per training day, and must also include all pre and post classroom tasks and meetings as identified in the Statement of Work at Annex A." In order to assist companies in preparing their bids, would the Crown please clarify if the resource(s) must attend train-the-trainer or coaching sessions and meetings with the Project Authority and how much time they will entail?

Answer # 8:

As stated in Annex A, Statement of Work, Section 5 – Tasks for Delivery of Classroom Training (page 36 of the RFP) clearly states the following: “The Contractor’s resource(s) and/or the Contractor must consult and meet with the Project Authority (PA) and/or his/her designated representatives as required by the PA.” and The Contractor’s resource(s) will be required to “(b) attend train-the-trainer or coaching sessions, dry run and pilot tests (only if necessary in case of course content update)”. In addition, as stated in Section 8 – Meetings (page 39 of the RFP), “the Contractor must attend meetings as required by the Project Authority on site or over the phone.”

It is anticipated that meetings and train-the-trainer and/or coaching sessions could entail the following estimated time:

- Train-the-trainer session – **one (1) day**
- Before delivering the courses for the first time, the resource(s) may be required to observe the delivery of the two (2) courses – **two (2) days** (one (1) day for each course)
- Pilot – only for major updates to a course – **two (2) days** (one (1) day for each course) (note: the School is not planning a pilot for these two courses in this fiscal year (2018-19))
- Meetings – **one (1) to two (2) hours** depending on the subject that needs to be discussed – only when an update to the course needs to be done
- Coaching by phone or in person – between **one (1) to two (2) hours** depending on the coaching that needs to be done with the resource

In addition, as stated in Section 4.1.1 – Classroom Course Descriptions (page 35 in the RFP) “Note: Instructors must get familiar with a prerequisite online self-paced course entitled “Access to Information and Privacy Fundamentals” (I-015), prior to teaching either of the courses”. It is anticipated that this prerequisite course should take approximately **one (1) hour** to complete.