



**RETURN BIDS TO:
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RCMP/GRC
Robyn Dagg
Procurement and Contracting Services, M1,
Mailstop #15
73 Leikin Drive
Ottawa, ON K1A 0R2

**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: - Commentaries:

Title – Sujet Project Management Workshop		Date May 11, 2018
Solicitation No. – N° de l'invitation 201801648		Amendment No. – N° de la modification 003
Client Reference No. - No. De Référence du Client 201801648		
Solicitation Closes – L'invitation prend fin		
At /à :	2:00PM	EDT (Eastern Daylight Time) HAE (heure avancée l'Est)
On / le :	June 5, 2018	
F.O.B. – F.A.B Destination	GST – TPS See herein/ Voir aux présentes	Duty – Droits See herein/ Voir aux présentes
Address Inquiries to – Adresser toute demande de renseignements à Robyn Dagg		
Telephone No. – No. de téléphone 613-843-3872		Facsimile No. – No. de télécopieur 613-825-0082

Delivery Required – Livraison exigée See herein/ Voir aux présentes	Delivery Offered – Livraison proposée
Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur:	
Telephone No. – No. de téléphone	Facsimile No. – No. 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



This amendment is raised to address the following:

- To respond to questions received during the solicitation period; and
- To revise the solicitation accordingly, as applicable.

Questions and Answers – Series 3

Q1. In what city will the workshops take place?

A1. Ottawa, Ontario

Q2. Page 17 of 25 Constraints (bullet 2) indicates that the principles delivered must be aligned with the Project Management Standards. You indicate that the principles delivered must be aligned with the Project Management Standards. However, how will you evaluate this as there are no mandatory or rated requirements to ensure that the material is aligned with the Project Management Standards.

As you have requested that the trainer be PMI certified and to add value to the Crown, we would request that an additional Mandatory requirement be that the material is also accredited, certified/approved by either the PMI or a leading university.

A2. No mandatory requirement will be added.

Q3. Amendment # 001 states in Answer 5. “*We require materials printed in English but would appreciate you having French documents available upon request from participants*”. How will a respondent be evaluated against this criteria as there are again no Mandatory or Rated requirements for this? How will you evaluate those vendors who have taken on the expense of translating their material versus Vendors who do not have French material for this engagement. We would therefore respectfully request that a requirement be added to demonstrate that training documentation exists in both official languages.

A3. Further to the Question and Answer Amendment #1, Question 5, we only require English documents.

Q4. Is there currently, or has there been in the past 12 months, an incumbent performing the Project management training described in the solicitation? If so, can you please provide the name of the incumbent company, the contract duration, and the total contract value?

A4. There has been no Project Management training in the past 12 months.

Q5. Please expand on the purpose of the workshops - is the training to prepare participants to pass their PMP, to provide a general refresher of concepts or an introduction to project management and of PMI standards? Will all workshops have the same focus?

A5. It's an Introduction to Project Management and PMI Standards, all workshops will have the same focus.

Q6. Paragraph 5 *Tasks and Technical Specifications* of the statement of work states “The contractor must provide the following information to the Training Unit within 2 weeks of commencement of work: A detailed course outline”, whereas paragraph 11 *Deliverables* states “Course outline to be provided electronically a week before the start of the workshop” Please, clarify.

A6. Further to the Question and Answer Amendment #1, Question 3, a course outline is to be provided to the Project Authority 2 weeks prior to the course delivery.

Q7. M2 states “The proposed resource must have a minimum of one (1) year experience in facilitating a project management fundamentals course within the last three (3) years. Note: experience to be demonstrated using month and year.”



- a. Will experience gained outside of education or training institutions be accepted, such as experience within private industry or other government organizations?
- b. Please clarify the measurement of this requirement by years/months. For example, this contract is for one year, however the estimated number of workshops is 2 per year. Would this contract award 1 year of experience?

A7. Please see Amendment #2 – Solicitation Revisions.

Q8. Annex C: Technical Evaluation Criteria 1a. through 1f. Industry Standards when contracting for Training typically include Corporate Years of Experience as proof of the stability of the Vendor. Demonstrated Proof would be the Training courses delivered within the specified time period that meet the criteria, or a specific number of years that the vendor has been delivering training to the Federal Government. It would appear in Annex C (Page 19-25) that the demonstration of resources is based on a matrix geared toward Managing Projects/being involved in Project Management rather than event based training delivery. Please advise/revise as to how you would want us to provide demonstrated proof of event-based training sessions in M2. (ie Must have delivered a minimum of XX training sessions on the requested subject matter within the last 3 years.)

A8. Please see Amendment #2 – Solicitation Revisions.

Q9. We are aware that some levels of RCMP security clearance can take several months to be granted, however we are unfamiliar with “Facility Access #2 with Escort”. Is this an extensive process and how long does it typically take to grant this access?

A9. Facility access process is not extensive. The successful bidder (consultant) will be requested to complete and submit a security form provided by the RCMP along with photo ID (Driver’s License). The time it takes to have Facility Security Access clearance granted varies, typically it could take up to 6-8 weeks from the time we receive the completed forms.

Q10. Paragraph 5 *Tasks and Technical Specifications* of the statement of work states “Contractor must provide all participants a certificate at the end of the course”, whereas paragraph 11 *Deliverables* states “Certificates to be provided in hard copy format at the end of the workshop to all participants that have attended a minimum of 90% of the class.”

- a. Please confirm this is a certificate of attendance.
- b. Please confirm there is no requirement for verification of learning via examination.

- A10.** a) This is a certificate of attendance.
b) There is no requirement for verification of learning via examination.

SOLICITATION REVISIONS

There are no applicable solicitation revisions.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED