



**RETURN BIDS TO :**

**RETOURNER LES  
SOUMISSIONS À:**

Shared Services Canada  
krys.pikula@canada.ca

**REQUEST FOR PROPOSAL  
AMENDMENT 002**

**DEMANDE DE PROPOSITION  
AEMENDEMENT 002**

**Proposal To: Shared Services Canada**  
We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out thereof.

**Comments - Commentaires**

**This document contains a Security Requirement**

**Vendor/Firm Name and address**  
Raison sociale et adresse du fournisseur/de l'entrepreneur

**Issuing Office – Bureau de distribution**  
Shared Services Canada  
180 Kent Street  
Ottawa, ON K1G 4A8

<b>Title – Sujet</b> <b>Building Workplace Trust Training</b>	
<b>Solicitation No. – N° de l'invitation</b> R000028027	<b>Date</b> August 3, 2018
<b>Client Reference No. – N° référence du client</b> 28027	
<b>GETS Reference No. – N° de reference de SEAG</b> n/a	
<b>File No. – N° de dossier</b> 2b0kb28027	<b>CCC No. / N° CCC - FMS No. / N° VME</b>
<b>Solicitation Closes – L'invitation prend fin</b>  at – à 2:00 PM on – le August 22, 2018	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Inquiries to : - Adresser toutes questions à:</b> Krys Pikula	<b>Buyer Id – Id de l'acheteur</b> C38
<b>Telephone No. – N° de téléphone :</b> 613-608-2207	<b>FAX No. – N° de FAX</b>
<b>Destination – of Goods, Services, and Construction:</b> <b>Destination – des biens, services et construction :</b>  See Herein	
<b>Delivery required - Livraison exigée</b> See Herein	<b>Delivered Offered – Livraison proposée</b>
<b>Vendor/firm Name and address</b> Raison sociale et adresse du fournisseur/de l'entrepreneur	
<b>Facsimile No. – N° de télécopieur</b> <b>Telephone No. – N° de téléphone</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/firm</b> (type or print)- <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b> <b>Date</b>	



**Questions and Answers:**

Question	Answer
<p><b>Q1.</b> What is the certification of a company to provide Building Workplace Trust training that you are referring to?</p>	<p><b>A1.</b> We are not referring to any specific company but rather a learning institution or management/leadership organization that develops, designs and delivers a high quality learning product on building workplace trust.</p>
<p><b>Q2.</b> What is the accreditation of a company that you are referring to?</p>	<p><b>A2.</b> The certification or accreditation has to come from the learning institution or management or leadership organization that provides the learning materials for building workplace trust.</p>
<p><b>Q3.</b> Who delivers the certification and the accreditation? On who's authority?</p>	<p><b>A3.</b> The certification and accreditation has to originate from the company that provides the content and that the facilitators meet the quality standards of the delivery of that institution. The company has to be available to train internal staff of the department to meet the quality standards of the delivery.</p> <p>The authority is the department of the government of Canada.</p>
<p><b>Q4.</b> Training for Senior Leaders: Do you require one price for 5 sessions of 20 participants? Or a price for one session of 20 participants.</p>	<p><b>A4.</b> We require one price for one session of 20 participants.</p>
<p><b>Q5.</b> Who is the client? and where are the training sessions delivered?</p>	<p><b>A5.</b> The audience is Directors General and Assistant Deputy Ministers.</p> <p>The training sessions are delivered in the National Capital Region of Ontario.</p>
<p><b>Q6.</b> Code of conduct and Certification: When applying jointly do both companies require Government registration with 2 PBN? Or can we rely on just one PBN?</p>	<p><b>A6.</b> Both companies require a Procurement Business Number.</p>
<p><b>Q7.</b> I need to know the number of participants in the internal workshops for each year. That will allow me to calculate the exact price of materials. For example, if each internal facilitator teaches one workshop a month for twelve months, with 24 participants in each workshop, I can give you an accurate price. On the other hand, if the facilitators are dedicated to this training and the demand is higher, you will most likely need a lot more materials.</p>	<p><b>A7.</b> Please provide a simple quote:</p> <ul style="list-style-type: none"> <li>• Price of each kit (per participant) that will contain the learning materials pertaining to the session.</li> <li>• Cost of a facilitator, when we would choose to use the facilitator from the company to deliver the sessions</li> </ul> <p>We will then have the price per session.</p>