



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Public Works and Government Services Canada
ATB Place North Tower
10025 Jasper Ave./10025 ave. Jasper
5th floor/5e étage
Edmonton
Alberta
T5J 1S6
Bid Fax: (780) 497-3510

**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 - Commentaires

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

Issuing Office - Bureau de distribution
Public Works and Government Services Canada
ATB Place North Tower
10025 Jasper Ave./10025 ave Jasper
5th floor/5e étage
Edmonton
Alberta
T5J 1S6

| | |
|--|---|
| Title - Sujet Training Validation Coordinator | |
| Solicitation No. - N° de l'invitation W6570-19HO01/A | Amendment No. - N° modif. 004 |
| Client Reference No. - N° de référence du client W6570-19HO01 | Date 2019-02-04 |
| GETS Reference No. - N° de référence de SEAG PW-\$EDM-607-11547 | |
| File No. - N° de dossier EDM-8-41231 (607) | CCC No./N° CCC - FMS No./N° VME |
| Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-02-12 | Time Zone Fuseau horaire Mountain Standard Time MST |
| F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/> | |
| Address Enquiries to: - Adresser toutes questions à: Jenkinson, Lorraine | Buyer Id - Id de l'acheteur edm607 |
| Telephone No. - N° de téléphone (587) 337-2458 () | FAX No. - N° de FAX (780) 497-3510 |
| Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: | |

Instructions: See Herein

Instructions: Voir aux présentes

| | |
|--|--|
| Delivery Required - Livraison exigée | Delivery Offered - Livraison proposée |
| Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur | |
| Telephone No. - N° de téléphone Facsimile No. - N° 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 |

Solicitation No. - N° de l'invitation
W6570-19HO01/A
Client Ref. No. - N° de réf. du client
W6570-19HO01

Amd. No. - N° de la modif.
004
File No. - N° du dossier
EDM-8-41231

Buyer ID - Id de l'acheteur
EDM607
CCC No./N° CCC - FMS No./N° VME

**TITLE: TRAINING VALIDATION SERVICES FOR 2 CANADIAN AIR DIVISION HEADQUARTERS
(2 CAD HQ)**

[This Bid Solicitation is issued against the Learning Services Supply Arrangement (SA), PWGSC File No. E60ZH-1800LS. All terms and conditions of the Learning Services SA apply and must be incorporated into any resulting contract.]

This solicitation amendment is to provide clarifications to the Solicitation.

Q4-1. Re. resource security clearance requirements:

7.3 Security Requirements, item 7.3.1.2 (p.13) states "The Contractor/Offeror personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC."

ANNEX "A" - STATEMENT OF WORK, item 3.3 Constraints, 3.3.1 (p.19), states "The resources must be screened to Secret in accordance with reference 2.3."

Please confirm that the resource security clearance requirement is the level of "Reliability"?

A4-1. Yes, the resource security clearance requirement is the level of "Reliability". The Statement of Work – Annex "A" has been revised.

Q4-2 Re. ANNEX "F" - EVALUATION CRITERIA, A.1.0 MANDATORY TECHNICAL CRITERIA, a): Respectfully, we request that the requirement be changed to "During the past 10 years must have completed at least 5 KirkPatrick learning assessments or an equivalent method in the assessment of learning and / or training programs for adults in the public and / or private sector." Given that the KirkPatrick model has not changed within that time frame, the experience is still relevant, allowing for a deeper talent pool from which to choose.

A4.2 The mandatory technical criteria is set out clearly in the Supply Arrangement and this cannot be changed.

Q4-3 Given the difficulties in acquiring three qualified resources with the specific experience for the requirement—including the difficulty/confusion re: the security requirement—respectfully, we request a one-week extension to the requirement.

A4.3 Granted; see Solicitation Amendment No. 003.

If your bid has already been submitted, you may wish to revise it. Revisions to your bid can be submitted in a sealed envelope or by facsimile or by ePost, in which the content is clearly identified. Please clearly indicate the content on the envelope, on the cover page or in the subject line, according to your method of presenting your amended proposal.

Any revisions to your bid must be received by the Bid Receiving Unit on or before the time and date stated on page 1 of this document. Any revisions to your bid received after the closing date and time will be considered late and will be returned unopened.

**ANNEX "A" - STATEMENT OF WORK
(Revised 2019-02-04)**

TITLE: TRAINING VALIDATION SERVICES

1. SCOPE

1.1 Purpose

1.1.1 The purpose of this SOW is to describe the requirement to procure Training Validation Services for 2 Canadian Air Division Headquarters (2 CAD HQ).

1.2 Background

1.2.1 Validation, according to reference 2.1.2, "closes the loop on the instructional development cycle by assessing the impact of Individual Training and Education (IT&E) on the job performance of CF members." In the commonly-used Kirkpatrick Evaluation Model (reference 2.4), validation is described as a Level 3 Evaluation - confirms that what was learned is applied on the job. The required service is described in the Learning Services Supply Arrangement (reference 2.2) as Evaluation of Learning - Level 3 in accordance with the Kirkpatrick model.

1.2.2 Validation is key to the quality control of an instructional programme. The validation process gathers and analyses evidence that such a programme is preparing learners to do the job for which they are being trained.

1.2.3 Validation is one of the two Canadian Forces Individual Training and Education System (CFITES, reference 2.1.1) processes for which 2 CAD HQ has primary responsibility, the other being analysis. The output of validation is an essential input to analysis. A robust validation capability is; therefore, critical to ensuring that RCAF members of all air occupations have the skills, knowledge, and attitudes to carry out their tasks safely and effectively.

1.2.4 Qualification Managers do not have the time, resources, or specialised skills to gather and analyse the data required to carry out a thorough validation of every qualification for which they are responsible. Contracted resources with the appropriate educational background and experience can fill this gap.

1.2.5 This statement of work (SOW) is for validation services for all courses for which the RCAF is the Training Authority. This includes occupation qualifying and specialty courses for 27 Air Force Occupations as well as Professional Development of RCAF Officers and NCMs. This amounts to 600 qualifications, of which the goal is to validate 20% annually.

1.3 Terminology

Term Definition

| | |
|------------|--|
| 2 CAD HQ | 2 Canadian Air Division Headquarters |
| CFITES | Canadian Forces Individual Training and Education System |
| Dir AF PD | Director of Air Force Professional Development |
| Dir AF Trg | Director of Air Force Training |
| DWAN | Defence Wide Area Network QS Qualification Standard |
| Qual Mgr | Qualification Manager |
| SOW | Statement of Work |
| TE | Training Establishment |

2. APPLICABLE DOCUMENTS

- 2.1 Canadian Forces Individual Training and Education System Manuals:
 - 2.1.1 CFITES Volume 1 - CFITES Introduction and Description
 - 2.1.2 CFITES Volume 8 - Validation of Instructional Programs
- 2.2 Learning Services Supply Arrangement: Stream 6 - Training Evaluation Services
<http://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/amasa-lssa-eng.html#st6>
- 2.3 [Government of Canada Standard on Security Screening.](http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=28115)
<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=28115>
There is a security requirement, see the Security Requirements Check List (SRCL) for details.
- 2.4 Kirkpatrick, Donald L. and Kirkpatrick, James D. *Evaluating Training Programs*. Third Edition. Berrett-Koehler Publishers, [2009].

3. REQUIREMENTS

- 3.1 Tasks
 - 3.1.1 For a period of one (1) year, with two (2) additional 1-year option periods to be exercised at DND / CAF discretion, conduct validations in accordance with reference 2.1.2 on up to 120 qualifications annually:
 - 3.1.1.1 develop a validation schedule;
 - 3.1.1.2 notify Qualification Managers (Qual Mgrs) of the requirement for validation;
 - 3.1.1.3 prepare validation plans;
 - 3.1.1.4 gather data in accordance with the validation plan;
 - 3.1.1.5 analyse the data and prepare recommendations; and
 - 3.1.1.6 submit validation reports to the Qual Mgr.
- 3.2 Technical Requirements
 - 3.2.1 The validation schedule must be based on indicators of need - e.g. change in equipment or procedures, time since last Qualification Standard (QS) review, reports from units employing those holding the qualification, and input from Qual Mgrs;
 - 3.2.2 The validation schedule must contain firm dates for the upcoming three months and nominal dates for the current and upcoming fiscal year. It should be available to Qual Mgrs and senior staff in the chain of command of both the Director of Air Force Training (Dir AF Trg) and the Director of Air Force Professional Development (Dir AF PD);
 - 3.2.3 Validation plans must be prepared in conjunction with the Qual Mgr and based on the unique requirements of each validation. This does not preclude the use of templated plans for similar validations;
 - 3.2.4 Data gathering must be conducted with an eye to minimising disruption in training establishments while collecting the right data to determine whether the training prepares the learners to do the job;
 - 3.2.5 Data collection, collation and analysis must be conducted with the aid of technology to maximise the efficiency of the process;
 - 3.2.6 Data analysis is interpreted to include organising, cleaning (removing spurious data), interpreting the data, and recording the method of analysis;

- 3.2.7 Validation reports must include the following:
- 3.2.7.1 a description of the qualification to be validated, the training establishment(s) that deliver the training, and the units that employ graduates;
 - 3.2.7.2 a description of the methods of data collection and analysis;
 - 3.2.7.3 conclusions and recommendations arising from the analysis; and
 - 3.2.7.4 annexes containing the evaluation plan and the raw data or links to this information if it is stored in a database.

3.3 Constraints

- 3.3.1 [The resources must be screened as per the Security Requirements Check List \(SRCL\) in accordance with reference 2.3.](#)
- 3.3.2 Work time is subject to the operating schedule of 2 CAD HQ respecting Federal holidays and weekends.
- 3.3.3 All work is carried out in English. French language skills are an asset.
- 3.3.4 No travel requirement is forecast.

3.4 Resources

- 3.4.1 The resource requirement is three (3) x Evaluator. The minimum skill and experience requirements for this task are as specified in the appropriate category descriptions in Annex A of the Learning Services Supply Arrangement, Stream 6, (reference 2.2). Specifically, "in the past 5 years must have completed at least 5 Kirkpatrick learning assessments or an equivalent method in the assessment of learning and / or training programs for adults in the public and / or private sector."

3.5 Client Support

- 3.5.1 DND / CAF will provide the following:
 - 3.5.1.1 office space and office automation suite;
 - 3.5.1.2 Defence Wide Area Network (DWAN) connection;
 - 3.5.1.3 access to necessary DND/CAF documentation;
 - 3.5.1.4 access to current training content;
 - 3.5.1.5 regular consultation with Qual Mgrs, Training Development Officers (TDO), and Training Establishment (TE) staff.

4. DELIVERABLES

4.1 Deliverable Items

- 4.1.1 Validation Schedule; a validation schedule shall be produced that clearly articulates the timeline as to when specific validations will occur produced annually, updated quarterly, based upon the fiscal year cycle. The validation schedule will be presented in a tabular form, with visually represented in Microsoft Word, or Excel.
- 4.1.2 Validation Plans; a validation schedule, a plan shall be produced that clearly identifies the sequence of validations to occur within the current and next fiscal year will be produced annually, updated quarterly, based upon the fiscal year cycle. The Validation report shall be presented as a table to include such information as name of qualification, responsible Qualification Manager (Qual Mgr), timeframe in terms of date, Point of Contact (POC) information, sequence number to differentiate one validation from another, and other fields as required to support a validation.

Solicitation No. - N° de l'invitation
W6570-19HO01/A
Client Ref. No. - N° de réf. du client
W6570-19HO01

Amd. No. - N° de la modif.
004
File No. - N° du dossier
EDM-8-41231

Buyer ID - Id de l'acheteur
EDM607
CCC No./N° CCC - FMS No./N° VME

- 4.1.3 Validation Data; Data used to support validations will consist of qualitative, quantitative, and/or a combination thereof, needed to accurately measure performance associated with each validation.
- 4.1.4 Validation Reports; Validation reports shall be prepared IAW standard military writing and current reporting process, format and style used within the Training Development section. The reports need to be produced both in hard copy and soft copy.
- 4.2 Acceptance Criteria; Validation products, including schedules, plans, data, and reports shall be prepared for review and acceptance to the SO Trg Dev, or his/other delegated authority for further review and processing through the SSO Trg Sp Chain of Command.
 - 4.2.1 Acceptance criteria are as per the technical requirement in para 3.2.
- 4.3 Work Location
 - 4.3.1 All work is to be carried out in 2 CAD HQ, located at 17 Wing, Winnipeg.