



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
PWGSC/TPSGC Acquisitions Bid
Receiving/Réception des Soumissions
126 Prince William Street/
126, rue Prince William
Suite 14B
Saint John
New Brunswick
E2L 2B6
Bid Fax: (506) 636-4376

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

Saint John, NB (STJ)
126 Prince William Street/
126, rue Prince William
Suite 14B
Saint John
New Bruns
E2L 2B6

Title - Sujet Courseware Production Services	
Solicitation No. - N° de l'invitation W2037-190094/A	Amendment No. - N° modif. 003
Client Reference No. - N° de référence du client W2037-190094	Date 2019-02-06
GETS Reference No. - N° de référence de SEAG PW-\$STJ-005-4386	
File No. - N° de dossier STJ-8-41066 (005)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-02-21	
Time Zone Fuseau horaire Atlantic Standard Time AST	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Lomax (STJ), Sandra	Buyer Id - Id de l'acheteur stj005
Telephone No. - N° de téléphone (506) 639-8503 ()	FAX No. - N° de FAX (506) 636-4376
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

This Solicitation Amendment No. three (3) is raised to include the following Addendum No. three (3).

The following Addendum to the tender is effective immediately. This addendum shall form part of the contract documents.

All other terms and conditions remain the same.

QUESTION AND ANSWERS

Question 1:

Please refer to Annex A, paragraph 2.2, where the Crown has requested that a Point of Contact be named. Additionally, please refer to Annex A, paragraph 3.1.2.1, item j, where the Point of Contact task has been assigned to the Senior PM.

The Bidder respectively requests that item j be deleted from the Senior PM list of tasks, to allow the Bidder to appoint a Point of Contact and ensure the individual who is given this responsibility will have been fully briefed.

Answer 1:

Delete item j from Annex A, paragraph 3.1.2.1

SOLICITATION

REMOVE "ANNEX B BASIS OF PAYMENT" and **REPLACE** with the attached ANNEX B BASIS OF PAYMENT revised February 5, 2019".

Note: ANNEX B BASIS OF PAYMENT revised February 5, 2019" attached in this amendment is The Offer/Pricing Schedule that **MUST** be submitted with your offer. Failure to comply with this requirement will result in your offer being deemed non-responsive

REMOVE ANNEX "D" TECHNICAL EVALUATION CRITERIA and **REPLACE** with the attached ANNEX "D" TECHNICAL EVALUATION CRITERIA revised February 5, 2019

REMOVE

1.2 Summary

1.2.1 The Department of National Defence (DND) has a requirement for a service provider to supply resources capable of developing and supporting courseware projects by providing e-learning production distribution and related support services. The contractor must demonstrate that they can provide all services (resources) listed below:

- 1 Senior Project Manager (PM)
- 6 Intermediate Project Managers (PM)
- 1 Senior Instructional Designers (ID)
- 18 Intermediate Instructional Designers (ID)
- 8 Junior Instructional Designers (ID)
- 1 Quality Assurance (QA) consultant
- 1 Bilingual Quality Control (QC) consultant
- 1 Senior E-Learning Product Programmers (ELPP)
- 4 Intermediate E-Learning Product Programmers (ELPP)
- 3 Junior E-Learning Product Programmers (ELPP)
- 1 Intermediate 3D / Gaming Programmer (3D GP)
- 1 Junior 3D / Gaming Programmer (3D GP)
- 2 3D Animator (3D A)
- 3 Courseware Technical Advisor (CTA)

REPLACE with the

1.2 Summary

1.2.1 The Department of National Defence (DND) has a requirement for a service provider to supply resources capable of developing and supporting courseware projects by providing e-learning production distribution and related support services. The contractor must demonstrate that they can provide all services (resources) listed below:

- 1 Senior Project Manager (PM)
- 6 Intermediate Project Managers (PM)
- 1 Senior Instructional Designers (ID)
- 17 Intermediate Instructional Designers (ID)
- 7 Junior Instructional Designers (ID)
- 1 Quality Assurance (QA) consultant
- 1 Bilingual Quality Control (QC) consultant
- 1 Senior E-Learning Product Programmers (ELPP)
- 3 Intermediate E-Learning Product Programmers (ELPP)
- 2 Junior E-Learning Product Programmers (ELPP)
- 3 Intermediate 3D / Gaming Programmer (3D GP)
- 3 Junior 3D / Gaming Programmer (3D GP)
- 2 3D Animator (3D A)
- 3 Courseware Technical Advisor (CTA)

REMOVE ANNEX "A" 2.3 Table 1 and **REPLACE** with the attached ANNEX "A" 2.3 Table 1 revised February 5, 2019.

2.3.

Table 1 (revised February 5, 2019)

Stream	Sub- Category	Minimum Number	Notes
Project Manager	Senior	1	
	Intermediate	6	
Instructional Design	Senior	1	
	Intermediate	17	
	Junior	7	
Quality Assurance	QA Consultant	1	
	Bilingual QC Consultant	1	
ELearning Product Programmers	Senior	1	
	Intermediate	3	
	Junior	2	
3D Gaming Programmers	Intermediate	3	
	Junior	3	
3D Animator		2	
Courseware Technical Advisors		3	May request with background specific to CAF MOSID

ANNEX "B"
BASIS OF PAYMENT
Revised February 5, 2019

You will be paid your costs reasonably and properly incurred for the performance of the work as follows:

Year 1: from Contract Award to 31 March 2020:		Extended price (daily rate x number of days)
1.	Senior Project Manager (PM)	
	Labour at the following firm rates:	
1.1	\$_____ per day for an estimated 220 days	\$_____
2.	Intermediate PMs	
	Labour at the following firm rates:	
2.1	\$_____ per day for an estimated 1320 days	\$_____
3.	Senior Instructional Designer (ID)	
	Labour at the following firm rates:	
3.1	\$_____ per day for an estimated 220 days	\$_____
4.	Intermediate ID	
	Labour at the following firm rates:	
4.1	\$_____ per day for an estimated 3740 days	\$_____
5.	Junior ID	
	Labour at the following firm rates:	
5.1	\$_____ per day for an estimated 1320 days	\$_____
6.	Quality Assurance (QA) Consultant	
	Labour at the following firm rates:	
6.1	\$_____ per day for an estimated 220 days	\$_____
7.	Quality Control (QC) Consultant (Bilingual)	
	Labour at the following firm rates:	
7.1	\$_____ per day for an estimated 220 days	\$_____

8.	Senior E-Learning Product Programmer (ELPP)		
	Labour at the following firm rates:		
8.1	\$ _____ per day for an estimated 220 days		\$ _____
9.	Intermediate E-Learning Product Programmer (ELPP)		
	Labour at the following firm rates:		
9.1	\$ _____ per day for an estimated 660 days		\$ _____
10.	Junior E-Learning Product Programmer (ELPP)		
	Labour at the following firm rates:		
10.1	\$ _____ per day for an estimated 660 days		\$ _____
11.	Intermediate 3D / Gaming Programmer (3D GP)		
	Labour at the following firm rates:		
11.1	\$ _____ per day for an estimated 660 days		\$ _____
12.	Junior 3D / Gaming Programmer (3D GP)		
	Labour at the following firm rates:		
12.1	\$ _____ per day for an estimated 660 days		\$ _____
13.	3D Animator (3D A)		
	Labour at the following firm rates:		
13.1	\$ _____ per day for an estimated 440 days		\$ _____
14.	Courseware Technical Advisor (CTA)		
	Labour at the following firm rates:		
14.1	\$ _____ per day for an estimated 660 days		\$ _____
	TOTAL ESTIMATED COST: Contact Award to 31 March 2020		

Year 2: from 01 April 2020 to 31 March 2021:		Extended price (daily rate x number of days)
1.	Senior Project Manager (PM)	
	Labour at the following firm rates:	
1.1	\$_____per day for an estimated 220 days	\$_____
2.	Intermediate PMs	
	Labour at the following firm rates:	
2.1	\$_____per day for an estimated 1320 days	\$_____
3.	Senior Instructional Designer (ID)	
	Labour at the following firm rates:	
3.1	\$_____per day for an estimated 220 days	\$_____
4.	Intermediate ID	
	Labour at the following firm rates:	
4.1	\$_____per day for an estimated 3740 days	\$_____
5.	Junior ID	
	Labour at the following firm rates:	
5.1	\$_____per day for an estimated 1320 days	\$_____
6.	Quality Assurance (QA) Consultant	
	Labour at the following firm rates:	
6.1	\$_____per day for an estimated 220 days	\$_____
7.	Quality Control (QC) Consultant (Bilingual)	
	Labour at the following firm rates:	
7.1	\$_____per day for an estimated 220 days	\$_____
8.	Senior E-Learning Product Programmer (ELPP)	
	Labour at the following firm rates:	
8.1	\$_____per day for an estimated 220 days	\$_____

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Amd. No. - N° de la modif.
003

Buyer ID - Id de l'acheteur
STJ005

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9.	Intermediate E-Learning Product Programmer (ELPP)	
	Labour at the following firm rates:	
9.1	\$_____ per day for an estimated 660 days	\$_____
10.	Junior E-Learning Product Programmer (ELPP)	
	Labour at the following firm rates:	
10.1	\$_____ per day for an estimated 660 days	\$_____
11.	Intermediate 3D / Gaming Programmer (3D GP)	
	Labour at the following firm rates:	
11.1	\$_____ per day for an estimated 660 days	\$_____
12.	Junior 3D / Gaming Programmer (3D GP)	
	Labour at the following firm rates:	
12.1	\$_____ per day for an estimated 660 days	\$_____
13.	3D Animator (3D A)	
	Labour at the following firm rates:	
13.1	\$_____ per day for an estimated 440 days	\$_____
14.	Courseware Technical Advisor (CTA)	
	Labour at the following firm rates:	
14.1	\$_____ per day for an estimated 660 days	\$_____
	TOTAL ESTIMATED COST: 01April 2020 to 31 March 2021	

Year 3: from 01 April 2021 to 31 March 2022:		Extended price (daily rate x number of days)
1.	Senior Project Manager (PM)	
	Labour at the following firm rates:	
1.1	\$_____per day for an estimated 220 days	\$_____
2.	Intermediate PMs	
	Labour at the following firm rates:	
2.1	\$_____per day for an estimated 1320 days	\$_____
3.	Senior Instructional Designer (ID)	
	Labour at the following firm rates:	
3.1	\$_____per day for an estimated 220 days	\$_____
4.	Intermediate ID	
	Labour at the following firm rates:	
4.1	\$_____per day for an estimated 3740 days	\$_____
5.	Junior ID	
	Labour at the following firm rates:	
5.1	\$_____per day for an estimated 1320 days	\$_____
6.	Quality Assurance (QA) Consultant	
	Labour at the following firm rates:	
6.1	\$_____per day for an estimated 220 days	\$_____
7.	Quality Control (QC) Consultant (Bilingual)	
	Labour at the following firm rates:	
7.1	\$_____per day for an estimated 220 days	\$_____
8.	Senior E-Learning Product Programmer (ELPP)	
	Labour at the following firm rates:	
8.1	\$_____per day for an estimated 220 days	\$_____

9.	Intermediate E-Learning Product Programmer (ELPP)		
	Labour at the following firm rates:		
9.1	\$ _____ per day for an estimated 660 days		\$ _____
10.	Junior E-Learning Product Programmer (ELPP)		
	Labour at the following firm rates:		
10.1	\$ _____ per day for an estimated 660 days		\$ _____
11.	Intermediate 3D / Gaming Programmer (3D GP)		
	Labour at the following firm rates:		
11.1	\$ _____ per day for an estimated 660 days		\$ _____
12.	Junior 3D / Gaming Programmer (3D GP)		
	Labour at the following firm rates:		
12.1	\$ _____ per day for an estimated 660 days		\$ _____
13.	3D Animator (3D A)		
	Labour at the following firm rates:		
13.1	\$ _____ per day for an estimated 440 days		\$ _____
14.	Courseware Technical Advisor (CTA)		
	Labour at the following firm rates:		
14.1	\$ _____ per day for an estimated 660 days		\$ _____
	TOTAL ESTIMATED COST: 01 April 2021 to 31 March 2022		

Allowance for travel as required*

\$ 20,000.00

Grand Total:

\$ _____

The sum of all periods and allowance for travel will be used for evaluation purposes

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Notes:

1. The basis of payment will be on an all inclusive per diem rate based on seven point five (7.5) hours of work. For work performed for duration of more or less than one day, the daily rate specified will be prorated accordingly. The Contractor is to submit a monthly invoice for consulting days/hours utilized each month before the 15th day of the following month.
 2. The minimum guaranteed level of effort for this requirement is 10% of the maximum contract value. All resources must be available to start working within 30 days of contract award unless otherwise specified.
- * All travel and living costs will require prior authorization from the Technical Authority. Travel and living expenses incurred in the performance of the work will be reimbursed in accordance with the National Joint Council Travel Directive.

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ANNEX "D"
TECHNICAL EVALUATION CRITERIA

Revised February 5, 2019

Bids must include a resume for the proposed resource(s) illustrating the requested experience and education, and if appropriate, copies of diplomas and/or certificates. Bids must demonstrate how the proposed resource(s) meet the selection criteria. When required, the sum of all the examples must equal or exceed the timeframe identified. For each example that is cited as experience within the technical proposal, the following information must be provided:

- a. Job or position;
- b. Start and end time (month / year) of the experience and specify actual time period (months, years) (if applicable);
- c. Roles and responsibilities, including a description of the work performed and type of deliverables; and
- d. Identify the organization (provide references). Include the contact name for the organization and contact information. Contact information for any reference cited should include contact name, title and current telephone number.

NOTE: Listing professional experience without providing any supporting details describing when, where and how such experience was obtained will cause the proposal to be considered non-compliant by the evaluation team. All professional experience must be fully documented and substantiated in the proposal.

DND reserves the right to validate any or all of the information supplied by the bidder from the referenced project(s) prior to contract award and will document the responses and results of the Mandatory contacts.

MANDATORY REQUIREMENTS

It is understood by the parties submitting offers that to be considered valid, an offer MUST meet all of the following mandatory requirements. Proposals must be supported by proper and adequate detail, particularly where supporting evidence is required by a mandatory item. Those not meeting all of these mandatory requirements will be given no further consideration.

ANNEX "D"
TECHNICAL EVALUATION CRITERIA

Revised February 5, 2019

ATTENTION BIDDERS: WRITE BESIDE THE CRITERIA BELOW THE RELEVANT PAGE NUMBER(S) FROM YOUR PROPOSAL WHICH ADDRESSES THE ISSUE.

			For Evaluation Purposes	
			Page #	Met/ Not Met
M1	Project Mangers (PM) Seven (7) resources 1 Senior PM, 6 Intermediate PM's			
	1.1 Senior PM (1 resource)			
	1.1.1 Must have a University degree (in any field) or a College Diploma (in any field) and a Project Management Professional (PMP) certification from the Project Management Institute.			
	1.1.2 Must have a minimum of seven (7) years' experience as a Project Manager, including three (3) years' experience in managing training projects and teams as program manager.			
	1.1.3 Must have a minimum of three (3) years' experience managing eLearning and/or software projects, including a minimum of two (2) years' experience managing eLearning teams.			
	1.1.4 Must be proficient in English.			
	1.2 Intermediate PM's (6 resources)			
	1.2.1 Must have a University degree (in any field) or a College Diploma (in any field) or a Project Management Professional (PMP) certification from the Project Management Institute.			
	1.2.2 Must have a minimum of five (5) years' experience as a Project Manager, including two (2) years' experience in managing training projects.			
	1.2.3 Must have a minimum of three (3) years' experience in managing eLearning and/or software projects.			
	1.2.4 Must be proficient in English.			
M2	Instructional Designers (ID) Twenty-five (25 resources) ID's (1 senior ID, 17 intermediate ID's and 7 Jr ID's)			
	2.1 Senior ID (1 resource)			

			Page #	For Evaluation Purposes	
				Met/ Not Met	Comments
2.1.1		Must have a university degree (in any field).			
2.1.2		Must have a minimum of seven (7) years' experience in the last ten (10) years in instructional design.			
2.1.3		Must have a minimum of five (5) years' experience in the last ten (10) years in the instructional design of eLearning product(s) and a minimum of (3) years' experience in the last five (5) years in the management of Instructional Designer teams.			
2.1.4		Must be proficient in English.			
2.2		Intermediate ID's (17 resource)			
2.2.1		Must have a college diploma (in any field) or university degree (in any field).			
2.2.2		Must have a minimum of five (5) years' experience in the last ten (10) years in instructional design.			
2.2.3		Must have a minimum of three (3) years' experience in the last ten (10) years as a project lead instructional designer in the instructional design of eLearning product(s).			
2.2.4		Must be proficient in English.			
2.3		Junior ID seven (7 resources)			
2.3.1		Must have a college degree in any field.			
2.3.2		Must have a minimum of three (3) years' experience in the last ten (10) years in instructional design.			
2.3.3		Must have a minimum of three (3) year experience in the last ten (10) years in the instructional design of eLearning product(s).			
2.3.4		Must be proficient in English.			
OR					
2.3a		Must have an undergraduate degree with a Major in one of the following fields: Education, Adult Learning, Distance Learning, or eLearning.			

			Page #	For Evaluation Purposes	
				Met/ Not Met	Comments
	2.3.1a	Must have a minimum of one (1) years' experience in instructional design			
	2.3.2a	Must be proficient in English.			
M3	Quality Assurance (QA) consultant one (1 resource)				
	3.1	Must have a minimum of three (3) years' experience in the last five (5) years developing QA policies, plans, procedures and metrics.			
	3.1.1	Must have a minimum of three (3) years' experience in the last five (5) years developing software development standards.			
	3.1.2	Must have a minimum of three (3) years' experience in the last five (5) years managing the QA process.			
	3.1.3	Must be proficient in English.			
M4	Bilingual Control (QC) consultant one (1 resource)				
	4.1	Must have a minimum of three (3) years' experience in the last ten (10) years developing QC policies, plans, procedures and metrics.			
	4.1.1	Must have a minimum of three (3) years' experience in the last ten (10) years developing eLearning development standards.			
	4.1.2	Must have a minimum of three (3) years' experience in the last ten (10) years managing the QC process.			
	4.1.3	Must be bilingual (English/French).			
M5	E-Learning Product Programmers (ELPPs) six (6 resources) (1 senior ELPP, 3 intermediate and 2 Jr ELPP)				
	5.1	Senior ELPP (1 resource)			
	5.1.1	Must have a University degree (in any field) or College diploma (in any field).			
	5.1.2	Must have a minimum of seven (7) years' experience in the last ten (10) years using Adobe Suite of products, other rapid eLearning tools such as HTML 5, CSS, JavaScript and/or eLearning authoring tools.			
	5.1.3	Must have a minimum of five (5) years' experience in the last ten (10) years as a project lead developer.			
	5.1.4	Must have a minimum of three (3) years' experience in the last five (5) years managing developer/programmer teams.			

		Page #	For Evaluation Purposes	
			Met/ Not Met	Comments
5.1.5	Must be proficient in English.			
5.2	Intermediate ELPP three (3 resource)			
5.2.1	Must have a University degree (in any field) or College diploma (in any field).			
5.2.2	Must have a minimum of five (5) years' experience in the last ten (10) years using Adobe Suite of products, other rapid eLearning tools such as HTML 5, CSS, JavaScript and/or eLearning authoring tools.			
5.2.3	Must have a minimum of two (2) years' experience in the last five (5) years as project lead developer in the production of eLearning.			
5.2.4	Must have a minimum of three (3) years' experience in the last five (5) years using Adobe Suite of products to produce eLearning.			
5.2.5	Must be proficient in English.			
5.3	Junior ELPP two (2 resource)			
5.3.1	Must have a College diploma (in any field) and/or Applied Studies Internship (ASI) Certificate.			
5.3.2	Must have a minimum of three (3) years' experience in the last five (5) years or successful graduate of the Applied Studies Internship (ASI) mentorship program using Adobe Suite of products, other rapid eLearning tools such as HTML 5, CSS, JavaScript and/or eLearning authoring tools.			
5.3.3	Must be proficient in English.			
M6	Intermediate 3D Game Programmer (3D GP) three (3 resource)			
6.1	Intermediate 3D GP			
6.1.1	Must have a University degree (in any field) or College diploma (in any field).			
6.1.2	Must have a minimum of three (3) years' experience in the last seven (7) years in programming and scripting functionality of real world objects, characters and equipment for use in real-time engines such as Unity/Unreal.			
6.1.3	Must have a minimum of one (1) year experience in the last three (3) years in 3D modeling, and texturing for 3D applications.			
6.1.4	Must have a minimum of two (2) years' experience in the last five (5) years as a project lead 3D developer in the production of 3D projects.			

		Page #	For Evaluation Purposes	
			Met/ Not Met	Comments
	6.1.5	Must be proficient in English.		
M7	Junior 3D Game Programmer three (3) resource			
	7.1	Must have a College diploma (in any field) and/or Applied Studies Internship (ASI) Certificate.		
	7.1.1	Must have a minimum of three (3) years' experience in the last five (5) years or be a successful graduate of the Applied Studies Internship (ASI) mentorship program in programming and scripting functionality of real world objects, characters and equipment for use in real-time engines such as Unity.		
	7.1.2	Must have a minimum of two (2) years' experience in the last five (5) years working in a 3D environment incorporating 3D modeling and 3D animation for 3D applications in eLearning.		
	7.1.3	Must be proficient in English.		
M8	3D Animator two (2 resources)			
	8.1	Must have a University degree (in any field) or College diploma (in any field).		
	8.1.2	Must have a minimum of seven (7) years' experience in the last ten (10) years in 3D animation, pipeline management, programming and scripting animations of real world objects, characters and equipment for use in animations for real-time engines such as Unity, Unreal and training.		
	8.1.3	Must have a minimum of three (3) years' experience in the last five (5) years as project lead 3D animator in the production of 3D animations.		
	8.1.4	Must have a minimum of five (5) years' experience in the last ten (10) years using Autodesk 3DS Max for 3D and other 3D tools (as specified by the client, such as Adobe after effects, Motion builder, Vue).		
	8.1.5	Must be proficient in English.		
M9	Courseware Technical Advisor three (3 resources)			
	9.1	Must have held the minimum rank of Captain (for Officers) and be qualified Army Operations Course (or equivalent).		

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			Page #	For Evaluation Purposes	
				Met/ Not Met	Comments
	9.1.1	Must have a minimum of three (3) years' experience in the content area related to the Army Training System within the last five (5) years			
	9.1.2	Resource must be proficient in English.			