



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Public Works and Government Services / Travaux
publics et services gouvernementaux
Kingston Procurement
Des Acquisitions Kingston
86 Clarence Street, 2nd floor
Kingston
Ontario
K7L 1X3
Bid Fax: (613) 545-8067

**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

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

Public Works and Government Services / Travaux
publics et services gouvernementaux
Kingston Procurement
Des Acquisitions Kingston
86 Clarence Street, 2nd floor
Kingston
Ontario
K7L 1X3

Title - Sujet Training Support Services	
Solicitation No. - N° de l'invitation W4938-19002S/A	Amendment No. - N° modif. 001
Client Reference No. - N° de référence du client W4938-19-002S	Date 2019-02-21
GETS Reference No. - N° de référence de SEAG PW-\$KIN-615-7738	
File No. - N° de dossier KIN-8-50171 (615)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-03-08	
Time Zone Fuseau horaire Eastern Standard Time EST	
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: Denbeigh, Andrew	Buyer Id - Id de l'acheteur kin615
Telephone No. - N° de téléphone (613) 484-1586 ()	FAX No. - N° de FAX (613) 545-8067
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

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Amendment 001 to Solicitation W4938-19002S/A – Training Support Services

The purpose of this amendment is to:

1. Post and respond to a question received regarding the Solicitation.
2. Amend the Solicitation (correct Appendix 1 to Annex A, Estimated Resource Volume and the Basis of Payment).

1.

Question: With regard to the tables provided in Appendix 1 to Annex A, Estimated Resource Volume, for Region 2 - Toronto (page 48); Region 2 – Bordon (page 49); Region 2 - Kingston (page 50); and BASIS OF PAYMENT, Pricing Basis, 6.2 Region 2 –Ontario and Other (Borden, Kingston, Toronto, and all other locations not covered under Region 1), there seems to be a discrepancy in the Estimated Number of Resources per Contract Period Term and Estimated Level of Effort (days) per Year.

Answer: Yes, there was a mix up, thank you for bringing it to our attention. Please see Amendments below correcting the estimated number of resources and level of effort in the Pricing Basis for Region 2. Bids must be submitted using this updated Basis of Payment.

2A.

Refer: **Appendix 1 to Annex A, Estimated Resource Volume**

Delete: In its entirety

Insert:

Appendix 1 to Annex A, Estimated Resource Volume

The volume of resources required is estimated to be the below, for the entire period of the Contract. Canada reserves the right to request additional resources through Task Authorizations in all categories throughout the period of the contract, even if no estimates are provided at the time of RFP.

Region 1 - Primary Locations: RMCSJ and CFLRS St. Jean, QC. Secondary Locations: Quebec City, and Gatineau, Quebec

Core Services – Resource Categories	Estimated Number of Resources per Contract Term	Estimated Level of Effort (days) per Contract Term (all resources)
CLERICAL TRAINING SUPPORT		
Stream 1 - General Office Clerk - Junior	14	1666
TRAINING SUPPORT		
Stream 2 - Role-Player	14	1472
Stream 2 - Training Support Supervisor	7	732
INSTRUCTIONAL SUPPORT		
Stream 3 - Junior Instructor General Subjects	28	3228
Stream 3 - Senior Instructor General Subjects	12	2520
Stream 3 - Junior Military Occupation	8	1190
Stream 3 - Senior Military Occupation Instructor	2	44
Stream 3 - Specialist Instructor - Junior	2	220
Stream 3 - Specialist Instructor - Intermediate	2	220
Stream 3 - Specialist Instructor - Senior	5	40
Stream 3 - Subject Matter Expert	10	60
Stream 3 - Exam / Test Invigilator	3	534
COURSEWARE DEVELOPMENT SUPPORT		
Stream 4 - Junior Instructional Designer	2	220
Stream 4 - Senior Instructional Designer	2	220
Stream 4 - Junior E-Learning Developer	4	476
Stream 4 - Senior E-Learning Developer	2	238
Stream 4 - Junior Standards Support Designer	3	660
Stream 4 - Senior Standards Support Designer	1	100

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Region 2 – Toronto (CFC)

Estimated Number of Resources per Contract Term	Estimated Number of Resources per Contract Term	Estimated Level of Effort (days) per Contract Term (all resources)
CLERICAL TRAINING SUPPORT		
Stream 1 – Training Support Office Clerk - Junior	1	220
TRAINING SUPPORT		
Stream 2 – Role-Player		
Stream 2 – Training Support Supervisor		
INSTRUCTIONAL SUPPORT		
Stream 3 - Junior Instructor General Subjects		
Stream 3 - Senior Instructor General Subjects	89	1437
Stream 3 – Junior Military Occupation Instructor		
Stream 3 – Senior Military Occupation Instructor		
Stream 3 - Specialist Instructor - Junior		
Stream 3 – Specialist Instructor - Intermediate	43	1096
Stream 3 – Specialist Instructor - Senior	22	312
Stream 3 - Subject Matter Expert	5	33
Stream 3 – Exam / Test Invigilator	2	20
COURSEWARE DEVELOPMENT SUPPORT		
Stream 4- Junior Instructional Developer		
Stream 4 - Senior Instructional Developer	1	80
Stream 4 - Junior E-Learning Developer		
Stream 4 - Senior E-Learning Developer	1	80
Stream 4 - Junior Standards Support Designer		
Stream 4 - Senior Standards Support Designer	1	80

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Region 2 – Borden, ON (CFLT, CFFCA, CFTDC, MPGTG) & all other locations (excluding Region 1 and other locations specifically identified in Region 2)

– Resource Categories	Estimated Number of Resources per Contract Term	Estimated Level of Effort (days) per Contract Term (all resources)
CLERICAL TRAINING SUPPORT		
Stream 1 – Training Support Office Clerk	2	440
TRAINING SUPPORT		
Stream 2 – Role Player	12	1000
Stream 2 – Training Support Supervisor	6	500
INSTRUCTIONAL SUPPORT		
Stream 3 – Junior Instructor General Subjects	5	200
Stream 3 – Senior Instructor General Subjects	10	400
Stream 3 – Junior Military Occupation Instructor	28	3796
Stream 3 - Senior Military Occupation Instructor	38	4858
Stream 3 – Specialist Instructor - Junior	4	88
Stream 3 – Specialist Instructor - Intermediate	12	36
Stream 3 – Specialist Instructor - Senior	5	622
Stream 3 - Subject Matter Expert	4	25
Stream 3 - Exam/Test Invigilator	3	120
COURSEWARE DEVELOPMENT SUPPORT		
Stream 4- Junior Instructional Developer	5	600
Stream 4- Senior Instructional Developer	5	622
Stream 4 - Junior E-Learning Developer	4	516
Stream 4 - Senior E-Learning Developer	2	440
Stream 4 - Junior Standards Support	3	60
Stream 4 - Senior Standards Support	3	60

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Region 2 – Kingston, ON (RMC, CFMLC, MPG HQ)

– Resource Categories	Estimated Number of Resources per Contract Term	Estimated Level of Effort (days) per Contract Term (all resources)
CLERICAL TRAINING SUPPORT		
Stream 1 – Training Support Office Clerk		
TRAINING SUPPORT		
Stream 2 – Role-Player		
Stream 2 – Training Support Supervisor		
INSTRUCTIONAL SUPPORT		
Stream 3 - Junior Instructor General Subjects	1	5
Stream 3 – Senior Instructor General Subjects	2	10
Stream 3 - Junior Military Occupation Instructor		
Stream 3 - Senior Military Occupation Instructor		
Stream 3 - Specialist Instructor - Junior	1	10
Stream 3 – Specialist Instructor - Intermediate	2	10
Stream 3 – Specialist Instructor - Senior	2	10
Stream 3 - Subject Matter Expert	3	15
Stream 3 – Exam/Test Invigilator		
COURSEWARE DEVELOPMENT SUPPORT		
Stream 4- Junior Instructional Developer	5	600
Stream 4 - Senior Instructional Developer	7	1119
Stream 4 - Junior E-Learning Developer	3	660
Stream 4 - Senior E-Learning Developer	5	1100
Stream 4 - Junior Standards Support Designer	1	30
Stream 4 - Senior Standards Support	2	60

2B.

Refer: ANNEX B – BASIS OF PAYMENT

Delete: In its entirety

Insert:

ANNEX "B"

BASIS OF PAYMENT

1.0 Pricing

During the period of the Contract, the Contractor will be paid as specified below, for Work performed in accordance with the Contract. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax (GST/HST) and Travel/Living Expenses are extra, if applicable.

2.0 Pricing Periods

Year 1: 2019-05-01 to 2020-04-30

3.0 Time Worked

For the purpose of this Contract, a day is defined as 7.5 hours of work, exclusive of meal breaks. Payment will be made for days actually worked, with no provision for annual leave, statutory holidays and sick leave. If time worked is more or less than a day, the fixed daily rate must be prorated to reflect the actual time worked.

3.1 Definition of a Day - Proration

A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day will be prorated to reflect actual time worked in accordance with the following formula:

$$\frac{\text{Hours worked}}{7.5 \text{ hours}} \times \text{applicable firm per diem rate}$$

- (i) All proposed personnel must be available to work outside normal office hours during the duration of the Contract.
- (ii) No overtime charges will be authorized under the Contract. All time worked will be compensated according to paragraph above.

3.2 Travel Time

Travel Status Time will be limited to 50% of the hourly rate calculated by dividing the proposed firm all-inclusive per diem by 7.5.

4.0 Travel and Living Expenses – National Joint Council Travel Directive

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, and private vehicle allowances specified in Appendices B, C and D of the [National Joint Council Travel Directive](#), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel.

All travel must have the prior authorization of the Technical Authority.

All payments are subject to government audit.

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5.0 Disbursements

Any requirements and costs for subcontractors, laboratory testing, materials, supplies, or rental of equipment must be identified and pre-approved in the signed Task Authorization Form. These must be claimed at actual cost to Contractor with no mark-up or overhead for Contractor. The Contractor must not mark up their actual costs in any way. The invoices for the disbursements must be provided with the Contractor's invoice.

Unless authorized by the Technical Authority on the DND 626 form, the Contractor must tender (to at least 3 qualified bidders) all requirements for goods or services that exceed \$1,000.00 and select the lowest bidder.

6.0 Pricing Basis

The Contractor will be paid a firm all-inclusive price per diem in accordance with the following tables:

6.1 Region 1 – Quebec (Includes RMCSJ and CFLRS St. Jean, QC, Quebec City, QC, and Gatineau, QC)

Core Services – Resource Categories	Estimated Number of Resources per Contract Period Term	Estimated Level of Effort (days) per Year (all resources)	Year 1 Per diem rate
CLERICAL TRAINING SUPPORT			
Stream 1 - General Office Clerk - Junior	14	1666	\$ /day
TRAINING SUPPORT			
Stream 2 - Role-Player	14	1472	\$ /day
Stream 2 - Training Support Supervisor	7	732	\$ /day
INSTRUCTIONAL SUPPORT			
Stream 3 - Junior Instructor General Subjects	28	3228	\$ /day
Stream 3 - Senior Instructor General Subjects	12	2520	\$ /day
Stream 3 - Junior Military Occupation	8	1190	\$ /day
Stream 3 - Senior Military Occupation Instructor	2	44	\$ /day
Stream 3 - Specialist Instructor - Junior	2	220	\$ /day
Stream 3 - Specialist Instructor - Intermediate	2	220	\$ /day
Stream 3 - Specialist Instructor - Senior	5	40	\$ /day
Stream 3 - Subject Matter Expert	10	60	\$ /day
Stream 3 - Exam / Test Invigilator	3	534	\$ /day
COURSEWARE DEVELOPMENT SUPPORT			
Stream 4 - Junior Instructional Designer	2	220	\$ /day
Stream 4 - Senior Instructional Designer	2	220	\$ /day
Stream 4 - Junior E-Learning Developer	4	476	\$ /day
Stream 4 - Senior E-Learning Developer	2	238	\$ /day
Stream 4 - Junior Standards Support Designer	3	660	\$ /day
Stream 4 - Senior Standards Support Designer	1	100	\$ /day

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6.2 Region 2 –Ontario and Other (Borden, Kingston, Toronto, and all other locations not covered under Region 1)

Core Services – Resource Categories	Estimated Number of Resources per Contract Period Term	Estimated Level of Effort (days) per Year	Year 1 Per diem rate
CLERICAL TRAINING SUPPORT			
Stream 1 - General Office Clerk - Junior	3	660	\$ /day
TRAINING SUPPORT			
Stream 2 - Role-Player	12	1000	\$ /day
Stream 2 - Training Support Supervisor	6	500	\$ /day
INSTRUCTIONAL SUPPORT			
Stream 3 - Junior Instructor General Subjects	6	205	\$ /day
Stream 3 - Senior Instructor General Subjects	101	1847	\$ /day
Stream 3 - Junior Military Occupation	28	3796	\$ /day
Stream 3 - Senior Military Occupation Instructor	38	4858	\$ /day
Stream 3 - Specialist Instructor - Junior	5	98	\$ /day
Stream 3 - Specialist Instructor - Intermediate	57	1142	\$ /day
Stream 3 - Specialist Instructor - Senior	29	944	\$ /day
Stream 3 - Subject Matter Expert	12	73	\$ /day
Stream 3 - Exam / Test Invigilator	5	140	\$ /day
COURSEWARE DEVELOPMENT SUPPORT			
Stream 4 - Junior Instructional Designer	10	1200	\$ /day
Stream 4 - Senior Instructional Designer	13	1821	\$ /day
Stream 4 - Junior E-Learning Developer	7	1176	\$ /day
Stream 4 - Senior E-Learning Developer	8	1620	\$ /day
Stream 4 - Junior Standards Support Designer	4	90	\$ /day
Stream 4 - Senior Standards Support Designer	6	200	\$ /day

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED