



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Bid Receiving - PWGSC / Réception des soumissions -
TPSGC

11 Laurier St. / 11, rue Laurier

Place du Portage, Phase III

Core 0B2 / Noyau 0B2

Gatineau, Québec K1A 0S5

Bid Fax: (819) 997-9776

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

Training and Specialized Services Division/Division de
la formation et des services spécialisés
Terrasses de la Chaudière 5th Floor
Terrasses de la Chaudière 5e étage
10 Wellington Street,
10, rue Wellington,
Gatineau
Québec
K1A 0S5

| | |
|---|---|
| Title - Sujet LEADERSHIP TRAINING | |
| Solicitation No. - N° de l'invitation 08B62-170553/A | Amendment No. - N° modif. 002 |
| Client Reference No. - N° de référence du client 20170553 | Date 2019-03-14 |
| GETS Reference No. - N° de référence de SEAG PW-\$\$ZH-150-34597 | |
| File No. - N° de dossier 150zh.08B62-170553 | CCC No./N° CCC - FMS No./N° VME |
| Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-03-29 | |
| Time Zone Fuseau horaire Eastern Daylight Saving Time EDT | |
| 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: Hall, Mark | Buyer Id - Id de l'acheteur 150zh |
| Telephone No. - N° de téléphone (613) 858-8626 () | FAX No. - N° de FAX () - |
| 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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LEADERSHIP TRAINING AND RELATED SERVICES

Solicitation Amendment 002

1. This amendment is raised to respond to questions from Industry and make changes to the solicitation documents.

Q2. In Annex A (Statement of Work), a resource category of Subject Matter Experts (SMEs) is referred to (i.e. under Learning Event Administration Services “.... select and assign facilitators and/or subject matter experts to events”) and is explicitly described in 1.3 (bottom of p.31) and 3.2 (top of p.37).

Should there be a financial category for the SME role in Attachment 1 to Part 3, Pricing Schedule? If no, how will this resource category be included in Task Authorizations?

- A2. A provision to provide a firm all-inclusive mark-up percentage for Subject Matter Experts has been added to the pricing schedule and Basis of Payment. Please see solicitation amendment 002 and the amended Pricing Schedule, Attachment 1 to Part 3 Pricing Schedule_EN_AMD002, Table A9.

Q3. In Annex B (Basis of Payment) (p.60), it indicates that a day is defined as 7.5 hours of work and under each table in Attachment 1 to Part 3, Pricing Schedule it indicates that a work day is defined as 8 hours of work.

Can you kindly clarify whether a work day is defined as 7.5 or 8 hours?

- A3. A Work Day is defined as 7.5 hours. Please see Solicitation Amendment 002 and the amended Pricing Schedule, Attachment 1 to Part 3 Pricing Schedule_EN_AMD002, all Tables.

Q4. In Table A2 (Pricing Schedule), there are three geographic areas outlined and only one cell to enter a Per Diem.

Given that the geographic areas are purposefully identified and that travel (if applicable) must be included in the Per Diem for two of the three areas, was the intension for bidders to indicate a separate Per Diem for each geographic area?

- A4. Travel is now only included in the Firm all-inclusive per Diem Rate for Work performed in the NCR. The Firm all-inclusive per Diem Rates for all other geographical areas are exclusive of Travel. Please see Solicitation Amendment 002 and the amended Pricing Schedule, Attachment 1 to Part 3 Pricing Schedule_EN_AMD002, Table A2.

Q5. Can you kindly confirm that in Table A8 (Pricing Schedule), the bidder must indicate a Per Diem (daily rate) for classroom rental?

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A5. Classroom Rentals are now able to be priced. The rate is hourly.

There is also a provision for providing an all-inclusive per Diem Rate for a resource to perform the duties in the SOW, as applicable. Please see Solicitation Amendment 002 and the amended Pricing Schedule, Attachment 1 to Part 3 Pricing Schedule_EN_AMD002, Table A2.

Q6. We are respectfully requesting an additional week for the preparation of our response.

A6. The Solicitation Closing Date is hereby extended to:

March 29, 2019 at 2:00pm EDST

❖ **See below for changes to the Solicitation Document.**

1. At Annex A SOW, article 3.2 Learning Event Delivery and Facilitation:

INSERT:

(z) The Contractor must, as and when requested, provide the services of qualified subject matter experts to augment the delivery of learning events by providing services that include the following:

- i) Liaise with the CFSD Project Authority or his/her delegated representative and facilitator regarding any event-specific requirements and resource qualifications;
- ii) Present the CFSD Project Authority or his/her delegated representative with a list of subject matter experts and their respective curriculum vitae, detailing their relative experience and qualifications for review and approval;
- iii) Provide the services of subject matter experts to augment the delivery of learning events by performing the following tasks:
 - A) Familiarize themselves with the objectives of the learning event and the participants' needs, and
 - B) Provide subject-specific information to participants appropriate to the needs of the participants; and
 - C) Perform other related services, as specified in a Task Authorization Form.
- iv) Subject matter experts typically contribute to learning events for a full day or more. These learning events tend to be delivered to groups of participants, on average 15-30, or as many as 250. The format may include a presentation or an interactive learning activity. In some instances, the subject matter experts are expected to provide thematic or sectoral knowledge on a particular international issue, behavioral or functional competency, such as leadership in the international context.
- v) Travel

If a subject matter expert is required to travel to contribute to a learning event in a location specified in an individual Task Authorization form, CFSD will pay travel and living costs in addition to the professional fees proposed for facilitation (the base per diem rates do not include travel and living costs). The Contractor must ensure that travel costs are minimized and subject to pre-approval by the appropriate CFSD authority.

2. At SOW article, 10.0 LOCATION OF WORK, TRAVEL AND TIME

DELETE: Article 10.2 in its entirety.

INSERT: 10.2 Travel

If a facilitator is required to travel outside of the NCR to facilitate a CFSD learning event, or a subject matter expert is required to travel to contribute to a learning event in a location specified in an individual Task Authorization form, CFSD will pay travel and living costs in addition to the professional fees proposed for facilitation (the base per diem rates do not include travel and living

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costs for geographical areas outside the NCR). The Contractor must ensure that travel costs are minimized and subject to pre-approval by the appropriate CFSD authority.

The Contractor is responsible for ensuring the health and safety of its personnel, including obtaining all recommended vaccinations, medical insurance and other health or safety considerations.

3. At Annex B Basis of Payment – top of page:

DELETE “A- Contract Period (From ____ to ____)”

4. At Annex B Basis of Payment, article 2.0 Cost Reimbursable Expenses:

DELETE Article 2.1 in its entirety

INSERT 2.1 Authorized travel and living expenses for Work

Concerning the requirements to travel described in section 10 of the Statement of Work in Annex A, the Contractor will be paid for its authorized travel and living expenses reasonably and properly incurred in the performance of the Work done, delivered or performed outside of the NCR, at cost, without any allowance for profit and administrative overhead, in accordance with the meal and private vehicle expenses provided 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 accept travel and living expenses that may need to be incurred by the Contractor for any relocation of resources required to satisfy its contractual obligations.

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

The authorized travel and living expenses will be paid upon submission of an itemized statement supported by receipt vouchers. All payments are subject to government audit.

Total Estimated Cost of Authorized Travel and Living Expenses: **\$25,000.00 per year.**

5. At Annex B Basis of Payment

INSERT

1.1 Subject Matter Expert

As and when requested, the Contractor must provide the services of Subject Matter Experts (SME). The Contractor will be paid a firm all-inclusive percentage mark-up for SMEs for the Work described in the SOW.

| Category | Initial Period | Opt Period 1 | Opt Period 2 | Opt Period 3 | Opt Period 4 |
|-----------------------|----------------|--------------|--------------|--------------|--------------|
| | Mark-up % | Mark-up % | Mark-up % | Mark-up % | Mark-up % |
| Subject Matter Expert | | | | | |

| | | |
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- 6. DELETE Attachment 1 to PART 3 Pricing Schedule in its entirety**
- INSERT Attachment 1 to PART 3 Pricing Schedule AMD002**

All Other Terms and Conditions Remain Unchanged