



RETURN BIDS TO:

Bid Receiving/Réception des soumissions

RCMP-GRC

Bid Receiving/Réception des soumissions

Attention: Steve Lafontaine

Mail Stop/Arrêt postal 15

73 chemin Leikin drive

Ottawa ON K1A 0R2

All persons delivering mail, parcels and bids to the Mail Parcel and Screening Facility will be asked to provide government photo identification and a contact number as part of an enhanced security protocol.

Dans le cadre d'un protocole de sécurité amélioré, toute personne qui livre le courrier, les paquets et les soumissions à l'installation d'inspection du courrier et des colis devra désormais présenter une carte d'identité avec photo émise par le gouvernement et un numéro de téléphone.

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 - Commentaries

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE EN MATIÈRE DE SÉCURITÉ

Title – Sujet Standard First Aid, Level C Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) Training		Amendment No. N° de la modification 001
Solicitation No. – N° de l'invitation 201804422/A		Date 2019-04-01
Client Reference No. - No. De Référence du Client		
Solicitation Closes – L'invitation prend fin		
At / à :	14 :00	EDT(Eastern Daylight Time)
On / le :	2019-04-22	
F.O.B. – F.A.B Destination	GST – TPS See herein — Voir aux présentes	Duty – Droits See herein — Voir aux présentes
Destination of Goods and Services – Destinations des biens et services See herein — Voir aux présentes		
Instructions See herein — Voir aux présentes		
Address Inquiries to – Adresser toute demande de renseignements à Steve Lafontaine, Procurement Specialist		
Telephone No. – No. de téléphone (613) 843-6306		Facsimile No. – No. de télécopieur
Delivery Required – Livraison exigée See herein — Voir aux présentes		Delivery Offered – Livraison proposée
Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur:		
Telephone No. – No. de téléphone		Facsimile No. – No. 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 amendment is raised to address the following:

- To respond to questions received during the solicitation period; and
- To revise the solicitation accordingly, as applicable.

QUESTIONS AND ANSWERS

Question 1: I am working on responding to your RFP quoted above. I have a question in reference to the following section:

9.2.2 Providing any necessary audio-visual equipment to deliver the course, which includes but is not limited to a: computer, projector and screen for each training room. If course delivery is given without the use of electronics, the contractor is responsible to supply all required materials such as paper flip charts, photocopies, writing materials, etc to deliver the course.

Inquiry: You state that the contractor will need to supply a computer, projector and screen. These required items are quite cumbersome for First Aid and CPR Instructors to provide, along with all the required training materials. Our organizations has Instructors equipped with a laptop and USB that has all of their AV training material uploaded, such as videos and powerpoints. This is typically connected to existing projectors and screens that are supplied in the private clients training room. Will a laptop and USB be sufficient to connect to an RCMP projector and screen, or do we need to also provide those items?

Thank you for your time,

Answer 1: The reasoning for the requirement of the av equipment is that, in some cases the rooms or locations don't have any thing but a screen, as well, external equipment is not to be connected to any RCMP equipment that is connected to the network.

While I do appreciate that the equipment can be cumbersome and may not needed at every course, there is a need for the contractor to be able to be able to meet this requirement.

SOLICITATION REVISIONS

1. At 2.1, Standard Instructions, Clauses and Conditions, DELETE the following:

“Insert: 200 days” and INSERT:

“Insert: 240 days”

2. At Annex “A”, Statement of Work, 1. Objectives, DELETE in its entirety and INSERT:

1. OBJECTIVES

The Royal Canadian Mounted Police (RCMP) requires the services of an organization specializing in Standard First Aid, Level C Cardiopulmonary Resuscitation (CPR) and Automated



External Defibrillator (AED) Training (hereinafter referred to as 'Training'). The organization must provide qualified instructors to teach the most recent Training techniques in accordance with current First Aid Regulations and Legislation in accordance with Part XVI of the Canada Occupational Health and Safety Regulations (Canada Occupational Health and Safety Regulations). <https://laws-lois.justice.gc.ca/eng/regulations/SOR-86-304/index.html>

As a policing organization the Training provided to Participants **must be geared towards police officers and answer to their needs on officer safety and first responder responsibilities.** Even though not all Participants will be police officers, this is the area of focus.”

3. At Annex “A”, Statement of Work, 2.1.1, DELETE in its entirety and INSERT:

Be authorized by the Ministry of Labour in accordance with Part XVI of the Canada Occupational Health and Safety Regulations ('COHSR' <http://laws-lois.justice.gc.ca/eng/regulations/SOR-86-304/index.html>) to deliver First Aid programs (S.16.12(2)) and be a service provider listed by the Workplace Safety & Insurance Board (WSIB) of Ontario;

4. At Annex “A”, Statement of Work, 2.1.3, Delete the following:

Deliver “as and when” requested Training as either a 2-day full course or a 1-day refresher course in English and/or French, for the number of sessions listed in section 6 of this document (Schedule), dates to be determined by the Project Authority.”

AND INSERT:

Deliver “as and when” requested Training as either a 2-day full course or a 1-day refresher course in English and/or French that is geared towards the needs of police officers, for the number of sessions listed in section 6 of this document (Schedule), dates to be determined by the Project Authority.”

5. At Annex “A”, Statement of Work, 11. Cancellation or Rescheduling,

DELETE in its entirety and INSERT:

11. CANCELLATION OR RESCHEDULING

11.1 Any course may be cancelled or rescheduled in whole or in part by the Project Authority by giving a written notice to the contractor at least five (5) calendar days prior to the course commencement date. There shall be no charges to Canada for such a cancellation, or rescheduling.

11.2 If the Project Authority cancels a course without providing a notice of at least five (5) calendar days, the Contractor will be compensated for the cancelled course based on the minimum number of participants multiplied by the applicable rate specified in Annex “B” – Basis of Payment.

The number of participants may only be known the day a course takes place. The Contractor must ensure to have enough materials on hand for the possible maximum number of participants.



The Contractor will be paid in accordance with the number of participants multiplied by the applicable rate specified in Annex “B” – Basis of Payment. The Contractor will be paid for the minimum number of participants should a course have less than the minimum number of participants.

6. At Annex “B”, DELETE in its entirety and INSERT:

ANNEX “B”

BASIS OF PAYMENT

The price will be a firm, all inclusive, cost per Participant for the Training either for a 1-day refresher or a 2-day full course.

The estimated number of Participants per course is a minimum of 6 up to a maximum of 18.

The estimated number of 2-day full courses for the initial contract period is a minimum of 18 up to maximum of 24. For each option period, the estimated number of courses is a minimum of 12 up to maximum of 24.

The estimated number of refresher courses per contract period (initial period and any option period) is a minimum of 0 and a maximum of 6.

Initial Year - Contract Award to 1 year later	Firm All-Inclusive price per Participant (A)	Estimated # of Courses (B)	Estimated # of Participants (C)	Sub-Total (AxBxC = D)
2-Day Full Training Course	\$ _____	24	18	\$ _____
1-Day Refresher Course	\$ _____	6	18	\$ _____
Sub-Total				\$ _____
Taxes				\$ _____
Total Estimated Cost - Initial Year				\$ _____ (D1)
Option Year 1: tbd				
2-Day Full Training Course	\$ _____	24	18	\$ _____
1-Day Refresher Course	\$ _____	6	18	\$ _____



Sub-Total				\$ _____
Taxes				\$ _____
Total Estimated Cost – Option Year 1				\$ _____ (D2)
Option Year 2: tbd				
2-Day Full Training Course	\$ _____	24	18	\$ _____
1-Day Refresher Course	\$ _____	6	18	\$ _____
Sub-Total				\$ _____
Taxes				\$ _____
Total Estimated Cost - Option Year 2				\$ _____ (D3)
Option Year 3: tbd				
2-Day Full Training Course	\$ _____	24	18	\$ _____
1-Day Refresher Course	\$ _____	6	18	\$ _____
Sub-Total				\$ _____
Taxes				\$ _____
Total Estimated Cost - Option Year 3				\$ _____ (D4)
Option Year 4: tbd				
2-Day Full Training Course	\$ _____	24	18	\$ _____
1-Day Refresher Course	\$ _____	6	18	\$ _____
Sub-Total				\$ _____
Taxes				\$ _____
Total Estimated Cost - Option Year 4				\$ _____ (D5)

Total Bid Evaluation will be calculated as follows:



D1+D2+D3+D4+D5 = Total Financial Bid

Note: The maximum number of estimated courses within the Basis of Payment table are provided for assessment purposes only and do not represent a commitment by Canada nor will Canada's future usage of the services described in the bid solicitation be consistent with these estimates.

Disbursements

Disbursements (photocopying, office expenses, telephone calls, etc.) are included in the firm, all-inclusive cost per Participant. All deliverables are FOB Destination, and Canadian Customs Duty included, where applicable.

Travel and Accommodation Expenses

There is no provision within this contract for travel and accommodations.”

7. At Annex “D”, Mandatory Technical Criteria, DELETE M3 and M4 in its entirety and INSERT:

Mandatory Criteria #	Criteria	Met	Not Met	Supporting Rationale
3	<p>The proposed instructor(s) must provide a copy of their résumé demonstrating having taught a minimum of 24 x 2-day Standard First Aid, Level C Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) Training courses in the last 5 years and include the following for each course:</p> <ol style="list-style-type: none"> 1. Name of Organization 2. Date training provided 3. Contact Name 4. Contact Phone Number or E-mail address 			
4	<p>The bidder must provide a copy of the proposed instructor(s) (maximum 5) résumés demonstrating having taught 2 day Standard First Aid and CPR and AED to at least one police agency a minimum of 5 times in the last two years and include the following information for each course:</p> <ol style="list-style-type: none"> 1. Police Agency Name 2. Date training provided 3. Contact Name at Police Agency 4. Contact Phone Number or E-mail Address 			



8. At Annex "D", Mandatory Technical Criteria, ADD M5 as follows:

Mandatory Criteria #	Criteria	Met	Not Met	Supporting Rationale
5	<p>The Bidder must provide a reference confirming they have provided Standard First Aid, Level C Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) training for a minimum of 2 (Policing agencies) clients within the last 5 years. The following information must be provided:</p> <ol style="list-style-type: none">1. Name of Organization2. Date training provided3. Contact Name4. Contact Phone Number or E-mail address5. Documentation from the proposed resource(s) confirming the following statement: <p>___ Yes, the Bidder has provided my organization with the services described above.</p>			

9. At the Solicitation Closes box, RFP Cover page, DELETE in its entirety and REPLACE with,

Solicitation Closes - L'invitation prend fin
at - a 02:00 P.M. EDT
on - le April 22, 2019 - REVISED

ALL OTHER TERMS AND CONDITIONS OF THE REQUEST FOR PROPOSAL REMAINS UNCHANGED