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PLACE DE VILLE
TOWER "C", 20TH FLOOR
330 SPARKS STREET
OTTAWA, ONTARIO K1A 0N5

JUNE 10, 2019

ADDENDUM # 1

**Re: Request for Proposals T8080-180820
Emergency Management Training (EOC Series)**

No consideration will be given for extras and/or changes because the tenderer was not familiar with the contents of this Addendum.

A number of questions have been received from potential tenderers about the subject Request for Proposals. The purpose of this Addendum to the Request for Proposals is to summarize the questions and answers for the information of all potential bidders.

Question #1

On page 10 under 3(m), it indicates that TC will determine how many instructors will be used on each course, one or two. This will make it difficult to price or require us to assume two instructors for each course which will likely not be necessary. Can you please provide clarification?

Answer

Please assume one instructor for each course.

Question #2

On page 11 one of the bullets identifies a requirement to advise the Project Authority whether participants were successful within 5 day of the course. Some of our courses have take-home assignments which require a student to complete work on their own and submit it more than five days following the course. This would prevent us from meet the 5 day notice period. Would you require us to amend these assessment methods, or could exceptions be made?

Answer

An exception could be made to imbed consideration of time given to participants to complete the assignment.

Question #3

On page 12 under 3.1 Level 3, there is a reference to the contractor being "required to develop and deliver" further courses. Although the prospect of doing this sounds fine – without significantly more detail it would be difficult to commit to and price this expectation within the tender. Can you please provide further clarify around what is being requested and how it might be referenced in a submission.

Answer

Submission could include an estimation of cost associated to the development and delivery of a 1 day course – bearing in mind that TC would provide content to be included in this positions specific course.

Question #4

On page 13, a course referred to as “Business Continuity Planning” is described, yet there is no further reference to this course in the RFP. Should pricing for this be provided and if so, in what locations would it be provided?

Answer

No need to further detail, BCP course is only provided as an example of course that may be requested at a later time – submission could include a pricing for this type of course/per day.

Question #5

Appendix G – Federal Contractors Program for Employment Equity. Your RFP is indicating a contract value of \$200K and the following Government of Canada website <https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html> indicates a contract value of \$1M. Can you please reconfirm that \$200K is the correct amount for TC. Assuming \$200K is correct would this only be relative to the cost of the initial contract term or would it also take into consideration the value of optional terms?

Answer

\$200k is the correct amount for TC and relative to the cost of the initial contract term only.

Tenderers are to acknowledge this Addendum by signing in the space provide below and enclosing a copy of this document with their proposal.

All other terms and conditions of the Request for Proposals remain unchanged.

Yours truly,

Contracting Specialist
Materiel and Contracting Services

RECEIPT ACKNOWLEDGED

Name of Company _____

Signature _____

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