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OTTAWA, ONTARIO K1A 0N5

JUNE 25, 2019

## **ADDENDUM # 2**

**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 #6**

Page 12 of 57 – Section 3.1 – Level 3: It says that each position training course would be “maximum of two days each”. If our position training sessions were only one day in length would it be reasonable to assume that two concurrent training sessions would be delivered (covering two positions) at one time? Resulting in a two day training commitment. If not, this may have a significant impact on travel expense when local instructors are not available. OR can some further information be provided to indicate the volume of training sessions that may be delivered concurrently so that instructor travel costs can be minimized.

### **Answer**

Yes, if the position training is only one day, our intent would be to schedule concurrent training sessions, covering more than one position at one time, to lessen associated travel costs. Usually, we aim at delivering between two and five days in one week.

### **Question #7**

Page 15-16 of 57 – Table 2 – The exercise Level 1-3 tables do not have a minimum number of offering for French yet all the other tables do. Is it to be assumed that these three courses are also necessary in French? This has a significant impact in cost if French materials are not currently available for these courses.

### **Answer**

Yes, these three courses will be necessary in French, as a Federal department we must offer all trainings in both official languages.

**Question #8**

As the training may be expected to start in July 2019, can French deliveries be delayed until later in the fourth quarter (Jan to Mar 2020) if further work is required to prepared French materials?

**Answer**

At the moment, we have tentatively scheduled French deliveries to commence First week of November. Delaying is not our preference but might be negotiated if proposed delay is no greater than 3 months.

**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 \_\_\_\_\_

**Canada**