

Solicitation No. - N° de l'invitation
20-158445
Client Ref. No. - N° de réf. du client
20-158445

Add. No. - N° de l'addenda.
001
File No. - N° du dossier
20-158445

Buyer ID - Id de l'acheteur
Assane Ndiaye

ADDENDUM No. 001
SOLICITATION No. 20-158445

RETURN BID TO/ RETOURNER LES SOUMISSIONS À :

receptionsoumission-bidsreceiving.spp@international.gc.ca

Department of Foreign Affairs, Trade and Development (DFATD)
Ministère des Affaires étrangères, Commerce et Développement (MAECD)

Request for Proposal
Demande de proposition

Proposal to:

Department of Foreign Affairs, Trade and Development
We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached here to, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefore.

Proposition à:

Ministère des Affaires Étrangères, Commerce et Développement
Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux appendices ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments — Commentaires :

Issuing Office – Bureau de distribution

Foreign Affairs, Trade and Development Canada
200 Promenade du Portage,
Gatineau, Québec, K1A 0G4

Affaires étrangère, Commerce et Développement Canada
200 Promenade du Portage,
Gatineau, Québec, K1A 0G4

Title-Sujet: Headquarters Emergency Response Team (HQ-ERT) functional exercise	
Solicitation No. — N° de l'invitation 20-158445	Date: November 15, 2019
Solicitation Closes — L'invitation prend fin	Time Zone —Fuseau horaire
At /à: 2 :00 PM	EDT(Eastern Daylight Time) / HAE (heure avancée de l'Est)
On / le December 02, 2019	
F.O.B. — F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other — Autre: <input type="checkbox"/>	
Address Enquiries to — Addresser les questions à: Assane Ndiaye assane.ndiaye@international.gc.ca	
Telephone No. – No de téléphone: (343) 203-5579	
Destination of Goods and or Services/ Destination – des biens et ou services : Department of Foreign Affairs, Trade and Development (DFATD) / Ministère des Affaires étrangères, Commerce et Développement (MAECD)	
Vendor/Firm Name and Address — Nom du Vendeur et adresse du fournisseur/de l'entrepreneur:	
Telephone No. – No de téléphone:	
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)	
Name, Title	
Signature	Date

Addendum n° 001

Addendum No. 001 is raised to make the following changes:

A. Extend the due dates for delivery of exercise

Delete:

The Contractor will provide the following deliverables:

Deliverables	Due dates
a. Deliver the exercise, which includes forwarding the exercise materials to the CSD-lead two weeks in advance of the scheduled exercise for review	Within one to two (1-2) months of contract award
b. Provide role players to be voice actors for injects from distressed Canadians	During exercise delivery
c. Deliver in-briefing, the full 24-hour exercise, and a hot wash	Within one to two (1-2) months of contract award
d. Report specific suggestions regarding improvements to exercise material, activities, and presentation content	Within two to three (2-3) weeks after exercise delivery
e. Provide the finished presentation, activities, and participant handouts to DFATD	Within one to two (1-2) months of contract award

Insert:

The Contractor will provide the following deliverables:

Deliverables	Due dates
a. Deliver the exercise, which includes forwarding the exercise materials to the CSD-lead two weeks in advance of the scheduled exercise for review	Within three to four (3-4) months of contract award
b. Provide role players to be voice actors for injects from distressed Canadians	During exercise delivery
c. Deliver in-briefing, the full 24-hour exercise, and a hot wash	Within three to four (3-4) months of contract award
d. Report specific suggestions regarding improvements to exercise material, activities, and presentation content	Within two to three (2-3) weeks after exercise delivery
e. Provide the finished presentation, activities, and participant handouts to DFATD	Within three to four (3-4) months of contract award

B. The following questions have been received, and DFATD hereby answers as follows:

Question 1:

Will the contractor be required to develop and conduct any pre-exercise training for key staff prior to the HQ-ERT functional exercise?

Answer 1:

No, participants already have experience working in emergency management and understand the Incident Command System.

Question 2:

How many people will be part of the HQ-ERT exercise and what roles and specialist advisor positions are integral to the HQ-ERT?

Answer 2:

The HQ-ERT is modeled after the Incident Command System (ICS) with slight modifications to suit DFATD's needs. There will be more than 50 employees participating and all will be aware and trained in their role on the ERT. As there will be 2-3 shifts during the exercise, not all employees will be working at the same time.

Question 3:

How many shifts of staff are anticipated over the 24 exercise period?

Answer 3:

There will be 2-3 shifts, depending on the wishes of the Incident Commander for the exercise.

Question 4:

Have specific exercise objectives been identified for the first HQ-ERT exercise?

Answer 4:

As large-scale crises are infrequent, this exercise is intended to refresh the skills of the existing ERT and ensure past lessons learned are understood and incorporated. Past lessons learned reports will be given to the winning bid.

Question 5:

The scope of the exercise and the cost for exercise development and conduct can vary dramatically depending on the approach proposed by a contractor. Is there an estimated level of effort or a budget

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ceiling for the functional exercise that can be used to support the development of the firm all-inclusive financial bid?

Answer 5:

There is no estimated level of effort or budget ceiling. The Bidder has the discretion to choose the best approach to adopt for the development of the exercise. The total cost submitted will be used for financial evaluation purpose.
