



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Bid Receiving - PWGSC / Réception des soumissions
→ TPSGC
10th Floor, 4900 Yonge Street /
10e étage, 4900 rue Yonge
Toronto
Ontario
M2N 6A6

**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
Public Works and Government Services Canada
Ontario Region
10th Floor, 4900 Yonge Street
Toronto
Ontario
M2N 6A6

Title - Sujet CFSATE	
Solicitation No. - N° de l'invitation W0113-18CS40/B	Amendment No. - N° modif. 003
Client Reference No. - N° de référence du client W0113-18CS40	Date 2019-12-09
GETS Reference No. - N° de référence de SEAG PW-\$TOR-033-7851	
File No. - N° de dossier TOR-9-42049 (033)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2020-01-08	
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: Martin, Lesley	Buyer Id - Id de l'acheteur tor033
Telephone No. - N° de téléphone (416) 275-7110 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Borden, Ontario	

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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AMENDMENT 003 ANSWERS QUESTIONS FROM POTENTIAL BIDDERS AND AMENDS THE RFP ACCORDINGLY

QUESTIONS AND ANSWERS

Q1. With reference to Rated Requirement 8 (R8) scoring states 10 points maximum for a total of 670 for resources from LCs 2 thru 14. When adding up the number of resources we come up with 59 resources for a maximum total of 590 points. Could Canada please confirm the max scoring?

A1. The max scoring for R8 is 590.

See amendment below to correct the maximum total points.

Q2. Under Part 3 - Bid Preparation 3.1 states the bid must be gathered per section and separated Section I thru Section IV: Additional Information is to be included in section IV. However, we were unable to locate the instructions and required content for this section. Would Canada please confirm the content and instructions for section IV?

A2. Reference to section IV is removed.

See amendment below

Q3. With reference to Appendix 1 to Annex A, Labour Category 1, Mandatory Qualifications, B General Qualifications, item D which states that each resource must "Successfully complete training required to be granted access to software programs as required, which include DRMIS, Guardian and Monitor Mass. Having this item under the Mandatory Qualifications limits the resources that can be proposed for this position as resources would only have the opportunity to successfully complete DRMIS training if they have been employed at DND prior to this contract.

Would Canada please add item D to 2. Tasks for resources to successfully complete the training within three (3) months of becoming an Administrative Clerk under this contract, and remove item D from the Mandatory Qualifications.

A3. See amendment below

Q4. With reference to Appendix 1 to Annex A, Labour Category 2, Mandatory Qualifications, A Educational Qualifications and Experience, Civilian Trained Personnel, which states that Civilian Trained Personnel must meet A or B and C.

Please confirm that the requirement is for each resource to meet either A or B, and each resource must also meet C.

A4. Each resource must have A and C or B and C.

Q5. With reference to Appendix 1 to Annex A, Labour Category 16, "Title: E-Learning Developer" and Mandatory Qualifications, B General Qualifications "An E-Learning Flash Developer must...".

Please confirm that wording under B General Qualifications should read "A E-Learning Developer must..."

A5. See amendment below.

Q6. With reference to Annex A Statement of Work, 6.2, Table 1, can Canada please confirm the number of ACS Standards Designers required is two (2)?

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A6. The estimated number of resources for ACS Standards Designers is 2 (1 – English and 1 – Bilingual) as outlined in Annex A.

AMENDMENT

At 3.1 Bid Preparation Instructions

Delete: Section IV: Additional Information

At Annex G, Evaluation Criteria, 2. Point Rated Criteria, R8

Delete: In its entirety

Insert:

R8	<p>Aircraft Maintenance Recency</p> <p>The Bidder should demonstrate that the proposed resources for LCs 2 thru 14 have recent experience performing and signing for aircraft maintenance or engineering approvals in support of an airworthy aircraft fleet.</p> <ul style="list-style-type: none">• 2 points: For each proposed resource that has performed and signed for maintenance or engineering approvals for a minimum of one year within the previous >8 to 10yrs.• 4 points: For each proposed resource that has performed and signed for maintenance or engineering approvals for a minimum of one year within the previous >6 to 8yrs.• 6 points: For each proposed resource that has performed and signed for maintenance or engineering approvals for a minimum of one year within the previous >4 to 6yrs.• 8 points: For each proposed resource that has performed and signed for maintenance or engineering approvals for a minimum of one year within the previous >2 to 4yrs.• 10 points: For each proposed resource that has performed and signed for maintenance or engineering approvals for a minimum of one year within the previous 0 to 2yrs	590	
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At Appendix 1 to Annex A, Labour Categories – Labour Category 1 – Administrative Clerk

Delete: in its entirety

Insert:

Labour Category 1 – Administrative Clerk

Title: Administrative Clerk

1. MANDATORY QUALIFICATIONS

A) Educational Qualifications and Experience:

Civilian-Trained Personnel:

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- a. Successful completion of a minimum one year community college course in administration and three (3) years of work experience in a Human Resources (HR) department or equivalent in terms of personnel management oversight. Types of positions which qualify as relevant work experience are the following: administrative clerk, finance clerk, HR data input clerk, administrative assistant and procurement clerk; or
 - b. Five (5) years of work experience in a HR department or equivalent in terms of personnel management oversight during the last ten (10) years, where work experience and qualifying positions are defined the same as para 1.a;

OR

Canadian Forces-Trained Personnel:

- a. Resource Management Support Clerk (RMS Clk) qualified to a minimum of QL 5, with three (3) years of experience in an orderly room; or
- b. Human Resources Administrator (HRA) qualified to a minimum of QL3, with one (1) year of experience in an orderly room.

B) General Qualifications

- a. Work experience with Windows 10 or newer operating system and MS Office Suite including Outlook, Word and Excel as a minimum. The resources, within their work experience, must have composed formal correspondence in Outlook, produced statistical HR related reports in Word and created or amended record keeping spreadsheets in Excel;
- b. Experience working in a deadline-driven, process-oriented, demanding office setting as part of a team;

2. TASKS

1. The Administrative Clerk is responsible to provide clerical support to a project or specific business development activity. The Administrative Clerk will work for and be accountable to their assigned DND Workplace Coordinator.
2. Administrative Clerk tasks may include and may not necessarily be limited to, the following:
 - a. Assisting engineering professionals, technical users, instructional staff, students and end-users with administrative tasks;
 - b. Providing administrative support as required to a technical project team;
 - c. Assisting in performing such tasks such as maintaining project documentation and system libraries;
 - d. Arranging Temporary Duty travel reservations, claims, advances, and vehicle requirements;
 - e. Assisting with preparation of the multi-year and annual project and task reports;
 - f. Maintaining and updating relevant project information in manual or electronic files. Project information may include project activity schedules, status reports, and correspondence;
 - g. Using a variety of software applications running in a Microsoft Windows PC-based environment;
 - h. Preparing cyclical reports (financial or administrative), ensuring technical records are accurate and up-to-date; and
 - i. Maintaining effective customer and public relations, guiding clients as a source of expertise for all administrative aspects.
 - j. Adapt and become proficient with either new versions or new software programs required in their duties; such as those identified within Para 1; and
 - k. Successfully complete training required to be granted access to software programs as required, which include DRMIS, Guardian and Monitor Mass.

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At Appendix 1 to Annex A, Labour Categories – Labour Category 16 – E-Learning Developer

Delete: in its entirety

Insert:

Labour Category 16 – E-Learning Developer

Title: E-Learning Developer

1. MANDATORY QUALIFICATIONS

A. Educational Qualifications and Experience:

- a. Successful completion of a two (2) year of a College level educational program in web-based development of courseware, computer modeling and animation, computer science, information technology or equivalent.

OR

- b. Four (4) years of work experience in the development of courseware, computer modeling or animation, in the last eight (8) years

B. General Qualifications:

An E-Learning Developer must have knowledge of:

1. Graphic design and content development software tools such as Adobe Creative Suite, Storyline2, Lectora/Saba Publisher, Captivate, 3D Studio Max or Blender & Unity;
2. Web based scripting language such Visual Basic, C++, HTML/XML, SQL, PHP, ASP and JavaScript, demonstrated through work experience in creating web based products using said software and tools;
3. Produce eLearning products, demonstrated through work experience in creating learning objects/assets/animations using Adobe Animate (canvas) in conjunction with web scripting and programming best practices;
4. Standards and Specifications (SCORM, IEEE, IMS, AICC) for content packages to be deployed to a Learning Management System (LMS); and
5. Must have developed at least two (2) computer based or web based e-learning courses, or at least two (2) modules within computer based or web based e-learning courses within the last two (2) years, demonstrated by project reports for those courses or modules where the resource is listed as developer or identified as completing tasks related to the development of the computer based or web based e-learning course or module.

2. TASKS

1. The e-Learning Developer must produce web-based media for both the Internet and DND Intranets, and e-Learning development services for a wide range of clients and is accountable to the Senior Training Advisor or Squadron Superintendent.
2. The E-Learning Developer tasks may include and may not necessarily be limited to, the following:
 - a. Contributing to the preparation of e-Learning Project Plans and provide technical guidance;
 - b. Assisting in both face-to-face and virtual-based instructional design and collaborative group activities with project coordinators, instructional designers and subject matter experts (i.e. storyboarding);
 - c. Reviewing, analyzing and making recommendations on programming issues and project documentation;

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- d. Programming e-Learning product elements in accordance with Instructional Design standards including:
- Interactive elements; and
 - Multi-Media elements;
- e. Assessing instruments – Sharable Content Objects (SCOs);
- f. Developing E-Learning project components to standards and specifications such as:
- A User Interface in accordance with the Style Guide;
 - Pseudo-code and metadata templates;
 - Advanced JavaScript course elements;
 - SCOs and Asset Metadata documents;
 - A Maintenance Guide that provides information relevant to modifying and maintaining the end products;
- g. Designing and developing data structure;
- h. Testing interactive E-Learning courseware on various delivery platforms and e-Learning environments;
- j. Producing web-based material for dissemination on the Internet and DND Intranets using a wide range of authoring tools;
- k. Assisting in developing collaborative technologies and tools;
- m. Producing multi-media images, video and audio;
- n. Explaining the necessary technical requirements in producing interactive courseware, web-based applications and e-Learning media to school staff, as required;
- o. Creating, modifying and manipulating models using 3D Studio Max/Blender;
- p. Maintaining currency in the broad field of E-Learning development by conducting research and consultation with subject matter experts at webinars and local workshops;
- q. Working closely with the various sections and those responsible for website related tasks, in order to advance the organizations goals;
- r. Fixing errors, maintaining and ensuring optimum site performance on an ongoing basis;
- s. Promoting the website within the organization and educate users how best to access information;
- t. Developing and implementing standards and procedures regarding content maintenance and produce additions and updates in an effective manner; and
- u. Controlling and coordinating changes to the various web pages, ensuring conformation to the common look and feel of all sites.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED