



AMENDMENT # 4 RFSO 322 – SOFT SKILLS COURSES

This Amendment #4, amends and clarifies Request For Standing Offer No. 322 (the “RFSO”), as previously amended and clarified. The RFSO otherwise remains unchanged and any capitalized words not defined herein have the meaning ascribed thereto in the RFSO.

QUESTION AND ANSWER

Question 1: For the Bidders’ Experience Rated Requirement R2: “the bidder should provide a copy of a participant’s manual with a Table of Contents, course content, a list of support material such as video links, PowerPoint presentations, case studies, scenarios and self-evaluations of a course taken from a stream of his/her choice for one instructor–led course in French and in English”, could you please confirm that our below understanding is accurate?

- a) The bidder will provide a copy of a participant’s manual with a Table of Contents, course content – this will be provided in the proposal itself as a full manual;
- b) As for the of support material such as video links, PowerPoint presentations, case studies, scenarios and self- evaluations, are we to just provide just a list of what is used during the course or are we to provide the actual video links, PowerPoint presentations, case studies, scenarios and self- evaluations .

Answer 1:

- a) Yes, you may include all this information in the full manual, as an appendix to your technical offer.
- b) A list of support materials to be used during the course is sufficient; the substantive content does not need to be provided.

Question 2: For the manual that we provide as appendix, does the formatting also have to be in size 10 Arial font since it would not be counted in the maximum of 20 double-sided page?

Answer 2: No, the manual’s formatting doesn’t have to be as per formatting rules stated in the RFSO document.

Question 3: For the Bidder’s Experience Rated Requirement R3: Qualifications - Bidders must provide copies of diplomas and/or certifications with their proposal. Can we provide copies of diplomas and/or certification in appendix or are they part of the 40 single-sided page limit?

Answer 3: Copies of diplomas and/or certifications required under R3 can be provided as an appendix, and will not be counted as part of the 40 single-sided page limit.