



RETURN OFFERS TO :
RETOURNER LES OFFRES À :
Bid Receiving - Réception des soumissions:

VIA EMAIL TO :

[bidsubmissions.GEN-
NHQContracting@CSC-SCC.GC.CA](mailto:bidsubmissions.GEN-NHQContracting@CSC-SCC.GC.CA)

OR

Correctional Service Canada / Service correctionnel
Canada
Contracts and Materiel Services
3427 Faithfull Avenue
Saskatoon SK
S7K 8H6

ATTENTION: Claudette Chabot

**AMENDMENT TO THE REQUEST FOR
STANDING OFFER
MODIFICATION DE LA DEMANDE
D'OFFRE À COMMANDES**

Regional Master Standing Offer (RMSO)
Offre à commandes maître régionale (OCMR)

Proposal to: Correctional Service Canada

The referenced document is hereby revised; unless otherwise
indicated, all other terms and conditions of the Solicitation
remain the same.

Proposition à: Service Correctionnel du Canada

Ce document est par la présente révisé; sauf indication
contraire, les modalités de l'invitation demeurent les mêmes.

Comments — Commentaires :

THIS DOCUMENT CONTAINS A SECURITY
REQUIREMENT – CE DOCUMENT COMPORTE DES
EXIGENCES RELATIVES À LA SÉCURITÉ.

Issuing Office – Bureau de distribution

Correctional Service Canada (CSC)
Contracting and Materiel Services
National Headquarters

Title — Sujet: Vocational Training – First Aid Training	
Solicitation No. — N° de l'invitation 21C50-19-3043775-A	
Solicitation Amendment No. – No. de la modification à l'invitation 005	Date: December 16, 2019
GETS Reference No. — N° de Référence de SEAG 21C50-19-3043775-A	
Solicitation Closes — L'invitation prend fin at / à : 14 :00 On / Le : December 19, 2019 / le 19 décembre, 2019	Time Zone Fuseau horaire CST Heure normale du centre
Delivery Required — Livraison exigée : See herein – Voir aux présentes	
F.O.B. — F.A.B. Plant – Usine: Destination: Other-Autre:	
Address Enquiries to — Soumettre toutes questions à: Claudette Chabot Claudette.Chabot@csc-scc.gc.ca	
Telephone No. – N° de téléphone: 306-659-9255	Fax No. – N° de télécopieur:
Destination of Goods, Services and Construction: Destination des biens, services et construction: Multiple as per call-up Multiples, selon la commande subséquente.	
Instructions: See Herein Instructions : Voir aux présentes	



Request for Standing Offer (RFSO) Amendment 005 is issued to

1. Respond to a question received during the solicitation period;
 2. Amend the 'Return Offers To' on Page 1 to include an address for hard copy submissions; and
 3. Amend Part 3 – Offer Preparation Instructions to include hard copy bid submissions.
-

1. Question and Answer:

Question 1:

The official OHS code for Standard First Aid states that the course duration is a minimum of 13 hours. We deliver the course *in 16 including* breaks/lunch and individual study time.

Given this, we are proposing:

- delivering the course in 2 eight hour days for Minimum Security - total of 16 hours including instruction and breaks
- delivering the course over 3 days for Medium Security - total of 16 hours including instruction and breaks

Could you confirm this is compliant with the requirements of the RFP? If this doesn't conform, we will have to add a training day to each option, which increases cost.

The RFP states

Expected hours available for training at a Community and Minimum Security Level Institution is 8 hours per day.

Expected hours available for training at a Medium and Maximum Security Level Institution is 5 hours per day.

Answer 1:

Yes, this would be compliant to the Annex A – Statement of Work of the RFSO.

2. Amend the 'Return Offers To:' on Page 1 of the RFSO document to include an address for hard copy submissions:

Delete: **Article 'Return Offers To' on Page 1** in its entirety; and

Insert: The following, new **Article 1 'Return Offers To':**

bidsubmissions.GEN-NHQContracting@CSC-SCC.GC.CA

OR

Correctional Service Canada / Service correctionnel Canada
Contracts and Materiel Services
3427 Faithfull Avenue
Saskatoon SK
S7K 8H6

ATTENTION: Claudette Chabot

3. Amend Part 3 – Offer Preparation Instructions

Delete: **Article 1. Offer Preparations Instructions** in its entirety; and



Insert: The following, new **Article 1. Offer Preparation Instructions.**

1. Offer Preparation Instructions

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer: **one (1) hard copy OR one (1) soft copy (electronically).**

Section II: Financial Offer: **one (1) hard copy OR one (1) soft copy (electronically).**

Section III: Certifications: **one (1) hard copy OR one (1) soft copy (electronically).**

Prices must appear in the financial offer only. No prices must be indicated in any other section of the offer.

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

FOR HARD COPY SUBMISSIONS:

Offerors are requested to submit their Financial Offer in an envelope separate from their technical offer.

Canada requests that Offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offer.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, offerors should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fiber certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

FOR SOFT COPY SUBMISSIONS:

Offerors are requested to submit their Financial Offer electronically in a separate document from their technical offer.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.