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d'une soumission

NA
Ontario

**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 / Travaux
publics et services gouvernementaux
Kingston Procurement
Des Acquisitions Kingston
86 Clarence Street, 2nd floor
Kingston
Ontario
K7L 1X3

Title - Sujet RCEME School Instructor Services	
Solicitation No. - N° de l'invitation W2037-210031/A	Amendment No. - N° modif. 001
Client Reference No. - N° de référence du client W2037-21-0031	Date 2021-01-12
GETS Reference No. - N° de référence de SEAG PW-\$KIN-510-8250	
File No. - N° de dossier KIN-0-54174 (510)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Eastern Standard Time EST on - le 2021-01-27 Heure Normale de l'Est HNE	
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: Barltrop, David	Buyer Id - Id de l'acheteur kin510
Telephone No. - N° de téléphone (613) 328-1650 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Royal Canadian Electrical and Mechanical Engineers School CFB Borden Borden, ON L0M 1C0	

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

W2037-210031/A RCEME School Instructor Services Amendment # 001

The intent of this amendment is to answer questions from potential bidders and revise some areas of the Request for Proposal document.

Q1. Can you please confirm if two (2) or three (3) bilingual positions are required?

R1. Two (2) bilingual positions are required.

Refer: 1.2 Summary

Delete: The Department of National Defence (DND) has a requirement for Instructors for The Royal Canadian Electrical and Mechanical Engineers School (RCEME School) at Canadian Forces Base Borden. The contractor must provide the services of five (5) Vehicle Technician instructors (2 Anglophone and 3 Bilingual), one (1) Material Technician, and one (1) Electronic-Optronic Technician, to provide theoretical and practical instruction to Technician Apprentice (DP1) and Journeyman (DP2) students in each related trade.

Insert: The Department of National Defence (DND) has a requirement for Instructors for The Royal Canadian Electrical and Mechanical Engineers School (RCEME School) at Canadian Forces Base Borden. The contractor must provide the services of five (5) Vehicle Technician instructors (3 Anglophone and 2 Bilingual), one (1) Material Technician, and one (1) Electronic-Optronic Technician, to provide theoretical and practical instruction to Technician Apprentice (DP1) and Journeyman (DP2) students in each related trade.

Refer: ANNEX "A" Statement of Work, 4. Scope

Delete: 4.1, in its entirety

Insert: 4.1 The Department of National Defence (DND) has a requirement for Instructors for The Royal Canadian Electrical and Mechanical Engineers School (RCEME School) at Canadian Forces Base Borden. The contractor must provide the services of five (5) Vehicle Technician instructors (three (3) Anglophone and two (2) Bilingual), one (1) Material Technician, and one (1) Electronic-Optronic Technician, to provide theoretical and practical instruction to Technician Apprentice (Developmental Period 1 (DP1)) and Journeyman (Developmental Period 2 (DP2)) students in each related trade.

Refer: ANNEX "B" Basis of Payment

Delete: in its entirety

Insert: ANNEX "B" Basis of Payment, attached hereto.

Refer: ANNEX "H" Evaluation Criteria

Delete: in its entirety

Insert: ANNEX "H" Evaluation Criteria, attached hereto.

ANNEX "B"

BASIS OF PAYMENT

Note: anything appearing in italics in this Annex will be deleted in any resulting contract.

The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

During the period of the Contract, the Contractor will be paid as specified below, for Work performed in accordance with the Contract.

The Contractor will be paid Firm All-Inclusive per diem rates for each category of personnel in accordance with the following tables:

1. Period 1: 2021-04-01 to 2022-03-31

Section A. Labour

Category of Personnel	Name of Proposed Resources	Firm Per Diem Rate	(Estimated) Level of Effort (Days)	Estimated Total
Vehicle Technician		\$	230	
Vehicle Technician		\$	230	
Vehicle Technician		\$	230	
Vehicle Technician (bilingual)		\$	230	
Vehicle Technician (bilingual)		\$	230	
Material Technician		\$	230	
Electronic-Optronic Technician		\$	230	
<i>Total Estimated Cost for 1.A</i>				

Section B. Task Authorizations - resources must be provided, if and when requested:

Category of Personnel	Firm Per Diem Rate	(Estimated) Level of Effort (Days)	Estimated Total
Vehicle Technician	\$	120	
Material Technician	\$	120	
Weapon Technician	\$	120	
Electronic-Optronic Technician	\$	120	

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KIN-0-54174

Buyer ID - Id de l'acheteur
kin510
CCC No./N° CCC - FMS No./N° VME

<i>Total Estimated Cost for 1.B</i>	
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2. Period 2: 2022-04-01 to 2023-03-31

Section A. Labour

Category of Personnel	Name of Proposed Resources	Firm Per Diem Rate	(Estimated) Level of Effort (Days)	Estimated Total
Vehicle Technician		\$	230	
Vehicle Technician		\$	230	
Vehicle Technician		\$	230	
Vehicle Technician (bilingual)		\$	230	
Vehicle Technician (bilingual)		\$	230	
Material Technician		\$	230	
Electronic-Optronic Technician		\$	230	
<i>Total Estimated Cost for 2.A</i>				

Section B. Task Authorizations - resources must be provided, if and when requested:

Category of Personnel	Firm Per Diem Rate	(Estimated) Level of Effort (Days)	Estimated Total
Vehicle Technician	\$	120	
Material Technician	\$	120	
Weapon Technician	\$	120	
Electronic-Optronic Technician	\$	120	
<i>Total Estimated Cost for 2.B</i>			

3. Period 3: 2023-04-01 to 2024-03-31

Section A. Labour

Category of Personnel	Name of Proposed Resources	Firm Per Diem Rate	(Estimated) Level of Effort (Days)	Estimated Total
Vehicle Technician		\$	230	

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Vehicle Technician		\$	230	
Vehicle Technician		\$	230	
Vehicle Technician (bilingual)		\$	230	
Vehicle Technician (bilingual)		\$	230	
Material Technician		\$	230	
Electronic-Optronic Technician		\$	230	
<i>Total Estimated Cost for 3.A</i>				

Section B. Task Authorizations - resources must be provided, if and when requested:

Category of Personnel	Firm Per Diem Rate	<i>(Estimated) Level of Effort (Days)</i>	<i>Estimated Total</i>
Vehicle Technician	\$	120	
Material Technician	\$	120	
Weapon Technician	\$	120	
Electronic-Optronic Technician	\$	120	
<i>Total Estimated Cost for 3.B</i>			

4. Period 4: 2024-04-01 to 2025-03-31 (Option Period 1)

Section A. Labour

Category of Personnel	Name of Proposed Resources	Firm Per Diem Rate	<i>(Estimated) Level of Effort (Days)</i>	<i>Estimated Total</i>
Vehicle Technician		\$	230	
Vehicle Technician		\$	230	
Vehicle Technician		\$	230	
Vehicle Technician (bilingual)		\$	230	
Vehicle Technician (bilingual)		\$	230	
Material Technician		\$	230	

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Electronic-Optronics Technician		\$	230	
<i>Total Estimated Cost for 4.A</i>				

Section B. Task Authorizations - resources must be provided, if and when requested:

Category of Personnel	Firm Per Diem Rate	(Estimated) Level of Effort (Days)	Estimated Total
Vehicle Technician	\$	120	
Material Technician	\$	120	
Weapon Technician	\$	120	
Electronic-Optronics Technician	\$	120	
<i>Total Estimated Cost for 4.B</i>			

5. Period 5: 2025-04-01 to 2026-03-31 (Option Period 2)

Section A. Labour

Category of Personnel	Name of Proposed Resources	Firm Per Diem Rate	(Estimated) Level of Effort (Days)	Estimated Total
Vehicle Technician		\$	230	
Vehicle Technician		\$	230	
Vehicle Technician		\$	230	
Vehicle Technician (bilingual)		\$	230	
Vehicle Technician (bilingual)		\$	230	
Material Technician		\$	230	
Electronic-Optronics Technician		\$	230	
<i>Total Estimated Cost for 5.A</i>				

Section B. Task Authorizations - resources must be provided, if and when requested:

Category of Personnel	Firm Per Diem Rate	(Estimated) Level of Effort (Days)	Estimated Total
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Vehicle Technician	\$	120	
Material Technician	\$	120	
Weapon Technician	\$	120	
Electronic-Optronic Technician	\$	120	
<i>Total Estimated Cost for 5.B</i>			

Day of Work: For the purpose of this Contract, a day is defined as 7.5 hours of work, exclusive of meal breaks. Payment will be made for days actually worked, with no provision for annual leave, statutory holidays and sick leave. If time worked is more or less than a day, the fixed daily rate must be prorated to reflect the actual time worked with the following formula:

$$\frac{\text{Hours worked} \times \text{applicable firm per diem rate}}{7.5 \text{ hours}}$$

No overtime charges will be authorized under the Contract. All time worked will be compensated according to paragraph above.

ANNEX "H"

EVALUATION CRITERIA

A bid **MUST** meet all the following mandatory requirements to be considered valid. Bids which fail to meet the mandatory requirements will be declared non-responsive. Bids must address the points that are subject to the mandatory evaluation criteria against which the bid will be evaluated. Each mandatory requirement should be addressed separately. Bidders must address these criteria in sufficient depth in their bid. Simply repeating the statement contained in the solicitation document is not sufficient.

Bidders should explain and demonstrate how they meet the requirements. Proposals not meeting all of these mandatory requirements will be given no further consideration.

1. Mandatory Technical Criteria:

		Please indicate relevant page number in proposal
Vehicle Technicians (3 Anglophone, 2 Bilingual)		
M1	The bidder must provide resumes for each of the 5 proposed Vehicle Technician Instructors (3 Anglophone and 2 Bilingual),	
M2	Each of the 5 proposed Vehicle Technician Instructors must hold a Class G Ontario driver's license, or equivalent. The Bidder must provide a current, valid copy of each proposed instructors' license. If the license is not provided with the bid at time of bid closing, it must be provided within 2 days of request from the Contracting Authority.	
M3	Each of the 5 proposed Vehicle Technician Instructors must hold: A Regular Force QL5 (DP2) Veh Tech Certificate -OR- A current certification in: <ul style="list-style-type: none"> • Ozone Depleting Products (ODP); and • Workshop Hazardous Material Information System (WHMIS) Plus one (1) of the following: <ul style="list-style-type: none"> • Graduation from a two (2) year college Automotive Service Technician diploma program offered by a recognized technical institute ; • Graduation from a two (2) year college Heavy Duty Equipment Technician diploma program offered by a recognized technical institute; 	

	Please indicate relevant page number in proposal
<ul style="list-style-type: none"> Eligibility for registration as an Automotive Service technician or a Heavy Duty Equipment technician by a recognized Canadian licensing body. <p>-OR-</p> <p>A current Provincially recognized automotive technician license</p> <p>The Bidder must provide a current, valid copy of each proposed instructors' certificates or license. If the certificate or license is not provided with the bid at time of bid closing, it must be provided within 2 days of request from the Contracting Authority.</p>	
<p>M4</p> <p>Each of the 5 proposed Vehicle Technician Instructors must have a minimum of 3 years' experience in the automotive or heavy equipment industry.</p> <p>For each example that is cited as experience, the following information must be provided:</p> <ol style="list-style-type: none"> Job or position; and Start and end time (month / year) of the experience; and Actual time period (months, years);and Roles and responsibilities, including a description of the work performed and type of deliverables; and Identify the organization and include contact information including contact name, title and current telephone number. <p>DND reserves the right to validate any or all of the information supplied by the bidder from the referenced experience(s) prior to contract award, by calling the contacts provided. DND will document the responses (if applicable).</p> <p>NOTE: The example(s) provided must have been successfully completed prior to bid closing in order to be considered.</p>	
<p>M5</p> <p>Each of the 5 proposed Vehicle Technician Instructors must have a minimum of 3 years' experience teaching adults in the last ten (10) years.</p> <p>For each example that is cited as experience, the following information must be provided:</p> <ol style="list-style-type: none"> Job or position; and 	

		Please indicate relevant page number in proposal
	<p>b. Start and end time (month / year) of the experience; and c. Actual time period (months, years);and d. Roles and responsibilities, including a description of the work performed and type of deliverables; and e. Identify the organization and include contact information including contact name, title and current telephone number.</p> <p>DND reserves the right to validate any or all of the information supplied by the bidder from the referenced experience(s) prior to contract award, by calling the contacts provided. DND will document the responses (if applicable).</p> <p>NOTE: The example(s) provided must have been successfully completed prior to bid closing in order to be considered.</p>	

		Please indicate relevant page number in proposal
Material Technician		
M6	<p>The proposed Material Technician Instructor must hold:</p> <p>A Regular Force QL5 (DP2) Mat Tech Certificate</p> <p>-OR-</p> <p>The following combination of education and certification:</p> <ul style="list-style-type: none"> a. Secondary School Diploma OR General Educational Development b. Workshop Hazardous Material Information System (WHMIS) c. One (1) of the following <ul style="list-style-type: none"> i. Provincial or Inter-Provincial Red Seal Ticket for all Welders in SMAW, GMAW, GTAW and Oxy-acetylene welding. ii. CWB Journeyman's welding Certificate <p>The Bidder must provide a current, valid copy of each proposed instructors' certificates or license. If the certificate or license is not provided with the bid at time of bid closing, it must be provided within 2 days of request from the Contracting Authority.</p>	
M7	<p>The proposed Material Technician Instructor must have a minimum of 4 years' experience in the repair welding industry or in the manufacturing industry as a certified welder.</p>	

	Please indicate relevant page number in proposal
<p>For each example that is cited as experience, the following information must be provided:</p> <ul style="list-style-type: none"> a. Job or position; and b. Start and end time (month / year) of the experience; and c. Actual time period (months, years);and d. Roles and responsibilities, including a description of the work performed and type of deliverables; and e. Identify the organization and include contact information including contact name, title and current telephone number OR email address. <p>DND reserves the right to validate any or all of the information supplied by the bidder from the referenced experience(s) prior to contract award, by calling the contacts provided. DND will document the responses (if applicable).</p> <p>NOTE: The example(s) provided must demonstrate that they have obtained the minimum experience prior to bid closing in order to be considered.</p>	
<p>M8</p> <p>The proposed Material Technician Instructor must have a minimum of 2 years' experience teaching adults in the last ten (10) years.</p> <p>For each example that is cited as experience, the following information must be provided:</p> <ul style="list-style-type: none"> a. Job or position; and b. Start and end time (month / year) of the experience; and c. Actual time period (months, years);and d. Roles and responsibilities, including a description of the work performed and type of deliverables; and e. Identify the organization and include contact information including contact name, title and current telephone number OR email address. <p>DND reserves the right to validate any or all of the information supplied by the bidder from the referenced experience(s) prior to contract award, by calling the contacts provided. DND will document the responses (if applicable).</p> <p>NOTE: The example(s) provided must demonstrate that they have obtained the minimum experience prior to bid</p>	

	Please indicate relevant page number in proposal
closing in order to be considered.	

	Please indicate relevant page number in proposal
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Electronic-Optronic Technician

M9	<p>The proposed Electronic-Optronic Technician Instructor must hold:</p> <p>A Regular Force QL5 (DP2) EO Tech Certificate</p> <p>-OR-</p> <p>The following combination of education and certification:</p> <ul style="list-style-type: none"> a. Junior Leaders Course (JLC) or Primary Leadership Qualification (PLQ) b. Advanced Instructional Techniques (AIT) or equivalent c. One (1) of the following <ul style="list-style-type: none"> i. Graduation from a two (2) year college Electronic Technician diploma program offered by a recognized technical institute. ii. A qualified electronic instructor with at least two (2) years of verifiable teaching experience <p>The Bidder must provide a current, valid copy of each proposed instructors' certificates or license. If the certificate or license is not provided with the bid at time of bid closing, it must be provided within 2 days of request from the Contracting Authority.</p>	
M10	<p>The proposed Electronic-Optronic Technician Instructor must have a minimum of 3 years' experience in Electronics or Optronics repair.</p> <p>For each example that is cited as experience, the following information must be provided:</p> <ul style="list-style-type: none"> a. Job or position; and b. Start and end time (month / year) of the experience; and c. Actual time period (months, years);and d. Roles and responsibilities, including a description of the work performed and type of deliverables; and e. Identify the organization and include contact information including contact name, title and current telephone number OR email address. <p>DND reserves the right to validate any or all of the information supplied by the bidder from the referenced</p>	

	Please indicate relevant page number in proposal
<p>experience(s) prior to contract award, by calling the contacts provided. DND will document the responses (if applicable).</p> <p>NOTE: The example(s) provided must demonstrate that they have obtained the minimum experience prior to bid closing in order to be considered.</p>	
<p>M11</p> <p>The proposed Electronic-Optronic Instructor must have a minimum of 2 years' experience teaching adults in the last ten (10) years.</p> <p>For each example that is cited as experience, the following information must be provided:</p> <ul style="list-style-type: none"> a. Job or position; and b. Start and end time (month / year) of the experience; and c. Actual time period (months, years);and d. Roles and responsibilities, including a description of the work performed and type of deliverables; and e. Identify the organization and include contact information including contact name, title and current telephone number OR email address. <p>DND reserves the right to validate any or all of the information supplied by the bidder from the referenced experience(s) prior to contract award, by calling the contacts provided. DND will document the responses (if applicable).</p> <p>NOTE: The example(s) provided must demonstrate that they have obtained the minimum experience prior to bid closing in order to be considered.</p>	

2. Point Rated Technical Criteria:

Proposals will be evaluated in accordance with the following criteria. Bidders are advised to address these criteria in sufficient depth in their proposals. Points will be awarded based on the degree to which the information / material provided demonstrate capability to perform and successfully carry-out the requirement described in this Request For Proposal.

Total of 85 points are available. To be considered responsive, a proposal must achieve the required minimum points listed below.

2.1 Corporate Experience (40 points max / min point rating required = 24)

RATED REQUIREMENTS		MAXIMUM POINTS AVAILABLE	RATING SCALE
R1	The bidder should provide the number of years of corporate experience in providing training or post-secondary education.	10 points	1 point per year of demonstrated experience up to the maximum of 10 points.
R2	The bidder should provide the number of years of corporate experience in delivering theoretical technical training courses at the college level.	10 points	1 point per year of demonstrated experience up to the maximum of 10 points.
R3	The bidder should provide the number of years of corporate experience delivering 'hands-on' practical training for college level technical courses.	10 points	1 point per year of demonstrated experience up to the maximum of 10 points.
R4	The bidder should provide a description of the administrative support provided by the bidder to the proposed instructors. The bidder should describe if and how support is provided for the following activities as a minimum: a. Travel b. Administration c. Vacation d. Courses	10 points	The following points will be given if the bidder is able to demonstrate how they support the following activities for the instructors. Travel – 2.5 points Administration – 2.5 points Vacation – 2.5 points Courses – 2.5 points
Total Points Available:		40	
Minimum Points Required :		24	

2.2 Approach and Methodology (45 points max / min point rating required = 27)

RATED REQUIREMENTS		MAXIMUM POINTS AVAILABLE	RATING SCALE
R5	The bidder should provide how they propose to cover instructor absences due to illness, other unexpected absences and vacation periods.	15 points	Approach will be evaluated based on the length of time required by the bidder to source a replacement. Points will be given as follow: More than 1 month = 0 points Less than 1 month = 5 points Less than 1week = 10 points Immediately = 15 points
R6	The bidder should describe what procedures are proposed for documenting and maintaining qualification processes and personnel records reflecting individual qualifications and security screening.	15 points	No process or plan. (0 points) Detailed procedures and processes identified. (7.5 points) Requalification periods for each instructor are identified. (15 points)
R7	The bidder should provide a proposed approach to Contract start-up as well as a description of the probable risks related to start-up and staffing and the risk mitigation strategies proposed to mitigate the risks.	15 points	How does the bidder propose to commence start-up of contract? (max 5 points) Identification of risks. (max 5 points) Mitigation of those risks. (max 5 points)
Total Points Available:		45	
Minimum Points Required :		27	