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Voir la présente pour les
instructions sur la présentation
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 Senior Mentors	
Solicitation No. - N° de l'invitation W8160-200054/A	Amendment No. - N° modif. 001
Client Reference No. - N° de référence du client W8160-20-0054	Date 2021-03-25
GETS Reference No. - N° de référence de SEAG PW-\$KIN-510-8359	
File No. - N° de dossier KIN-0-54178 (510)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Eastern Daylight Saving Time EDT on - le 2021-04-23 Heure Avancée de l'Est HAE	
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 (613) 545-8067
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Canadian Forces College 215 Yonge Blvd Toronto, ON M5H 3H9	

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

W8160-200054/A Senior Mentors Amendment # 001

The purpose of this amendment is to extend the solicitation, provide Canada's response to Bidder questions and to amend the Request for Proposal document.

Refer: Closing Date/Time

Delete: In its Entirety

Insert: Closing Date/Time

Solicitation Closes at - 02:00 PM, 23 April, 2021

Q1. Point-rated Technical Criteria # P4 indicates that 'Proposed resource has, at any time in their career, employment experience within an academic or professional military education institution.' What is the definition of a 'professional military education institution'? Does service of the staff of such an institution qualify, or must the resource have been an instructor?

R1. A professional military education (PME) institution is an institution that prepares selected senior military officers, public service and private sector leaders, for joint command and staff appointments or future strategic responsibilities within a complex global security environment.

PME institutions include the Canadian Forces College and equivalent Allied college/institution such as: Australian Defence College (ADC); Royal College of Defence Studies (RCDS) - UK; National Defence University (NDU) – USA; US Naval War College; Air University (AU) – USA; US Army War College (USAWC); Marine Corps University (MCU) – USA; Ecole de guerre – France; Israel National Defense College (INDC); Pakistan National Security College (NSC); and, Escola Superior de Guerra (ESG) (Superior War School) – Brazil.

Resources must have been employed as an Instructor or in a command appointment/role, such as college Commandant, Deputy Commandant or Director of Programmes.

Refer: ANNEX "G" EVALUATION CRITERIA

Delete: in its entirety;

Insert: ANNEX "G" EVALUATION CRITERIA, attached hereto

Q2. In regards to Mandatory Technical Criteria M2, can you please confirm that the resource must have retired not later than five (5) years ago? Further can you confirm that this means that anyone who has retired prior to 2016 cannot qualify as a resource? Is this the same as Point-Rated Criteria P5?

R2. Correct, resources must have retired not later than five (5) years ago, or before 2016. Canada agrees that this is the same as Point-Rated Criteria P5 and it has been removed.

Refer: PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

Delete: 4.2 Basis of Selection in its entirety;

Insert: 4.2 Basis of Selection, attached hereto

Refer: ANNEX “G” EVALUATION CRITERIA

Delete: in its entirety;

Insert: ANNEX “G” EVALUATION CRITERIA, attached hereto

Q3. In regards to Mandatory Technical Criteria M4, can you please clarify what is defined as ‘above-average’? Further, can you please identify which Norm Type and Norm Region should be used for the assessment? Which version should be used for assessing candidates, Workplace or Leadership?

R3. For the purpose of this requirement, the resources assessment result for each category must be within the Gold Leadership Bar. Candidates must be assessed in the Canada-North America region, using the Professional Leadership Report.

Refer: ANNEX “A” STATEMENT OF WORK, 4. REQUIREMENTS

Delete: 4.1.1.5, in its entirety;

Insert: 4.1.1.5

Be assessed the EQ-i 2.0 formal psychometric assessment program Professional Leadership Report, Canada-North America Region, (by a certified EQ-i 2.0 practitioner) and receive results within the Gold Leadership Bar in: empathy, interpersonal relationships, optimism, and reality testing.

Q4. In regards to Mandatory Technical Criteria M1. Would it be acceptable if the proposed resource had a valid bilingual proficiency profile upon entering their last posting/assignment? Most senior officials do not get re-tested when in their final assignments.

R4. Canada has reviewed and accepts.

Refer: ANNEX “G” EVALUATION CRITERIA

Delete: in its entirety;

Insert: ANNEX “G” EVALUATION CRITERIA, attached hereto

Q5. Do the 35 days per rotation that the Exercise Director (a new position) is programmed to work have to be performed at the CFC site? Can the Exercise Director work remotely, with the agreement of the CFC, and attend the College for the days required to prep and deliver the exercises?

R5. The Exercise Director must be on-site during the exercises, the days leading up to the exercises, and whenever CFC staff hold in-person meetings that require Exercise Director attendance. The remainder of the time can be determined by agreement between the individual and the Technical Authority.

Q6. Given that the Exercise Director will not be in the classroom with students, and it is a new position, is the Exercise Director required to have the same CBC language profile?

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R6. Yes, the Exercise Director must have achieved a CBC language profile.

Q7. In regards to Mandatory Technical Criteria M4, can you please indicate where these policies can be found?

R7. Yes, Canada has updated the entry to provide links to the relevant policies.

Refer: ANNEX "G" EVALUATION CRITERIA

Delete: in its entirety;

Insert: ANNEX "G" EVALUATION CRITERIA, attached hereto

4.2 Basis of Selection

4.2.1 Basis of Selection - Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum number of points overall for the technical evaluation which are subject to point rating.

The rating is performed on a scale of 240 points.

2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60 % for the technical merit and 40 % for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60 %.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40 %.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)			
	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	115/135	89/135	92/135
Bid Evaluated Price	\$55,000.00	\$50,000.00	\$45,000.00

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Calculations	Technical Merit Score	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined Rating		83.84	75.56	80.89
Overall Rating		1st	3rd	2nd

ANNEX "G"

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.

MANDATORY TECHNICAL CRITERIA

		Please indicate relevant page number in proposal
M1	<p>Bidder must demonstrate that each resource is bilingual with proficiency in both English and French language skills at the intermediate / advanced level; specifically, must have held, upon their last assignment with the CAF or retirement from the Public Service, a bilingual language profile for Written Comprehension, Written Expression and Oral Proficiency of a minimum CBC (or equivalent), respectively, where "B" is intermediate and "C" is advanced and "E" is exempt, as prescribed by the Public Service Commission.</p> <p>Proof of language profile must include the name of the resource, the resource's date of language testing and the department that conducted the testing. The language profile must have been valid no later than eight (8) years prior to the date of retirement of the resource. Language profiles are deemed valid for five years from the date of testing.</p>	
M2	<p>Bidder must demonstrate that each resource has a minimum of one (1) years' experience within the last six (6) years in either:</p> <p>served in the CAF as an officer in the rank of Major-General/Rear Admiral or higher</p> <p>OR</p> <p>served the Government of Canada as a senior civilian public servant, at the EX-03 level or higher,</p> <p>for a minimum of one year.</p> <p>"One year" can be interpreted to be from one Active Posting Season (APS) to the next.</p>	
M3	<p>Bidder must demonstrate that each resource has a minimum of one (1) years' experience within the last six (6) years in either:</p> <p>an appointment at the departmental strategic level of the Government of Canada in a defence or security related portfolio</p>	

	Please indicate relevant page number in proposal
<p>OR</p> <p>an appointment that represented Canada to an international partner, in a bilateral or multilateral context at the senior executive or Ambassadorial level.</p> <p>OR</p> <p>A contract role where the resource was engaged in an advisory or consultative role at the strategic level.</p> <p>One year” can be interpreted to be from one Active Posting Season (APS) to the next. An “appointment” means holding an office of responsibility; it can also include an appointment where the resource was engaged in an advisory or consultative role at the strategic level.</p> <p>The definition of “strategic level” is provided in the capstone Canadian Forces Joint Publication CFJP 01, (B-GJ-005-000/FP-001) Canadian Military Doctrine dated 2009-04, which states in article 0227:</p> <p>"National strategic is the level where the nature and quantity of a country's resources dedicated to achieving national policy objectives are determined by the political leadership. It is at this level that the coordination of all instruments of national power occurs and military-political aims are established."</p>	
<p>M4</p> <p>Bidder must demonstrate that each resource has read and acknowledged the following polices:</p> <p>Values and Ethics Code for the Public Sector- Canada.ca (tbs-sct.gc.ca)</p> <p>Department of National Defence and Canadian Forces Code of Values and Ethics - Canada.ca</p> <p>Ethics plan for the Department of National Defence and the Canadian Armed Forces - Canada.ca</p> <p>DAOD 7023-0, Defence Ethics - Canada.ca</p> <p>https://www.canada.ca/en/department-national-defence/corporate/policies-standards/defence-administrative-orders-directives/7000-series/7023/7023-0-defence-ethics.html</p> <p>Operation HONOUR orders, policies and directives - Canada.ca</p> <p>https://www.canada.ca/en/department-national-defence/services/benefits-military/conflict-misconduct/operation-honour/orders-policies-directives.html</p>	

	Please indicate relevant page number in proposal
DAOD 5516-0 Human Rights https://www.canada.ca/en/department-national-defence/corporate/policies-standards/defence-administrative-orders-directives/5000-series/5516/5516-0-human-rights.html DAOD 5012-0, Harassment Prevention and Resolution https://www.canada.ca/en/department-national-defence/corporate/policies-standards/defence-administrative-orders-directives/5000-series/5012/5012-0-harassment-prevention-and-resolution.html CAF Diversity Strategy HTTP://CMP- CPM.MIL.CA/EN/SUPPORT/EMPLOYMENT-EQUITY/EMPLOYMENT-EQUITY-INDEX.PAGE	
M5	Bidder must demonstrate that each resource is assessed at the Gold Leadership Bar standard or above under the EQ-i 2.0 formal psychometric assessment program (by a certified EQ-i 2.0 practitioner) in the categories of: empathy, interpersonal relationships, optimism, and reality testing.

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.

Each resource will be marked out of 60 points. There is no minimum mandatory pass mark.

Each of the Bidder's proposed qualified resources, up to a maximum of eight (8), will be evaluated against the following point-rated criteria (only top four will be scored):

	For each resource, the Bidder must clearly demonstrate if and how they meet the criteria	Maximum Points Available
P1	The proposed qualified resource is a woman. Proposal must clearly indicate the gender of the resource.	10
P2	Proposed resource's Graduate degree is in a security studies discipline including but not limited to political science, war studies, military history or Canadian studies. Points will be allocated as follows: Master of Arts (security studies discipline): 10 points Any other Master's Degree: 5 points	10
P3	Proposed resource's qualifying employment includes appointments that afforded significant experience (in terms of time) in the strategic level processes of the Government of Canada such as participation in senior departmental level decision-making boards, participation in the	20

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For each resource, the Bidder must clearly demonstrate if and how they meet the criteria		Maximum Points Available
	<p>preparation of departmental reports to government, or provision of policy advice to departmental senior executives.</p> <p>Within the resource's last five years of employment immediately prior to retirement from the CAF or departure from the Public Service, evaluate how many years were spent employed in the Government of Canada strategic level processes such as participation in senior departmental level decision-making boards, participation in the preparation of departmental reports to government, or provision of policy advice to senior departmental executives:</p> <p>Zero to One (1) Year: 0 points One (1) to Two (2) Years: 5 points Two (2) to Three (3) Years: 10 points Three (3) to Four (4) Years: 15 points Four (4) to Five (5) Years: 20 points</p>	
P4	<p>Proposed resource has, at any time in their career, employment experience, as an Instructor or in a command appointment/role, within an academic or professional military education institution.</p> <p>A professional military education (PME) institution is an institution that prepares selected senior military officers, public service and private sector leaders, for joint command and staff appointments or future strategic responsibilities within a complex global security environment.</p>	10
P5	Proposed resource holds a PHD.	5
P6	Proposed resource self-identifies as a member of either a Visible Minority or an Indigenous group.	5
Total Points Available for each Proposed Resource		60