

## Q&A #4 – RFP – W6369-21-X055 – Air Cadet National Online Ground School

**RFP Issued:** 7 May 2021

**RFP Closes:** 17 June 2021 at 2:00 pm (EDT)

Number	Questions/Answers/Amendments
Question 1:	Is having a French and English version specifically required?
Answer 1:	Yes.
Question 2:	Is there a Qualification Standard and Plan (QSP) specific to the Glider and Power programs?
Answer 2:	No. The standard for each course of study is per the Transport Canada requirements for Glider Pilot and Private Pilot as listed in the Statement of Work.
Question 3:	If a QSP doesn't exist, will consideration be given to the generation of a Training Needs Analysis (TNA) to ensure that the courseware fully aligns with the requirements?
Answer 3:	No.
Question 4:	Is there a minimum/maximum expectation for IMI (Interactive Multimedia Instruction) levels?
Answer 4:	Whichever method the bidder feels would provide the best value to the client and cadet learner in order to achieve the objective as outlined in the Statement of Work per the outlined Transport Canada standards is desired.
Question 5:	Are there any parameters to further define the resourcing requirements for qualified pilot instructors (ex. Full/Part-time, schedule and availability, quantity, virtual availability, etc.)?
Answer 5:	No. The individual who is providing answers to cadet's learning questions or any online live content (if delivered) must follow the requirements to do so in accordance with Transport Canada requirements for ground school instructors.
Question 6:	Is there a preferred format for the assessment questions?
Answer 6:	The assessment questions must follow the format similar to that used in the Transport Canada written examinations.
Question 7:	We specialize in airplane pilot training and have never given a course for the Glider but we could be able to hire experienced resources to provide the glider course. Would that make us eligible?
Answer 7:	Yes. If a bidder has experience delivering an aircraft training course for a minimum of two (2) years within the last five (5) years and have a Transport Canada approved instructor for Gliders, they would be eligible.

Question 8:	Do you suggest any particular platform so that we can give the course to 4000 students simultaneously?
Answer 8:	No. The choice of platform would be as determined by the bidder in accordance with the Statement of Work.
Question 9:	In part 1 of part 3, it is indicated that we must enter a price at an all-inclusive rate, does this rate include taxes?
Answer 9:	No. The all-inclusive price is taxes excluded.
Question 10:	Will the Contractor awarded a contract be compensated for the total in the agreement, regardless of the number of participants enrolled up to and including the 4000 <sup>th</sup> participant?
Answer 10:	Yes.
Question 11:	In Section 6.7.2 Single Payment, what is the definition of “completion and delivery of the work”? When would payment be made?
Answer 11:	Payment will be made in accordance with Section 6.7.2 once the 15 week course has concluded.
Question 12:	What is the government policy on late payment fees for this Contract?
Answer 12:	Refer to the RFP section 6.3 (6.3.1 - General Conditions).
Question 13:	Regarding course content, <u>not the delivery method</u> , are there any accessibility concerns that should be considered for example “colour blindness”?
Answer 13:	No.
Question 14:	How much tutoring would be expected from the Contractor? Would it be technical support for the platform or actual instruction given through email?
Answer 14:	The human resources to provide support is up to the bidder to provide to assure the cadet needs can be met. It will be both technical support and basic course material assistance, as required by the cadet. Refer to Annex “A” Statement of Work 4.2.3 for response timelines.
Question 15:	Does the provider have to be a registered Flight Training Unit in Canada?
Answer 15:	No. The bidder does not need to be a registered flight training unit. In accordance with the Statement of Work any instructor who will be providing assistance to the cadets must hold the appropriate TCCA certification.
Question 16:	MT 3 states: the bidder must prove they have delivered 2 online ground school courses for power and glider in the past 5 years. Does this include bilingual instructors? Does this imply a course has been taught online in French as well in the past two years?

Answer 16:	No. The requirement to have delivered an online ground school is independent of language.
Question 17:	What qualifications do instructors need in order to teach?
Answer 17:	Refer to the RFP Statement of Work 4.2.1.
Question 18:	In what capacity do you expect the instructors to be working?
Answer 18:	Refer to the RFP Statement of Work 4.2.
Question 19:	Section 4.3 of the Statement of Work states a requirement to maintain a question bank of 100 questions for each subject area for a summative assessment. How is this to be addressed?
Answer 19:	The delivery of the material is up to the bidder to determine how to best meet the requirements.
Question 20:	The proposal mentions the course must be available using 4 different platforms. Does this suggest an Application is required or does this suggest the website must be mobile friendly?
Answer 20:	The delivery can be an app or mobile friendly as determined by the bidder. It must be accessible using the platforms referenced in the RFP Statement of Work 4.5.2.
Question 21:	Is the price we are to propose for the total group of students (4000) or per student?
Answer 21:	Total group of 4000 students.
Question 22:	Will you require fixed days of classes taught by an instructor?
Answer 22:	No.
Question 23:	How would you like to see navigation taught?
Answer 23:	The delivery of the material is up to the bidder to determine how to best meet the requirements.
Question 24:	Should students obtain an E6B (mechanical slide rule), plotter, and navigation charts as part of the course?
Answer 24:	No. The intent is that the students can complete the course entirely using their computer.
Question 25:	As per MT3, how many of the instructors with the bidder's association need to have participated in online ground school delivery within the past 5 years?
Answer 25:	As per MT3 all proposed instructors must have experience teaching a minimum of two (2) online Glider and Power Pilot Ground School courses within the last five (5) years.

Question 26:	Does MT3 refer to teaching a full online ground school or simply participating in the delivery of an online ground school?
Answer 26:	Participation as an instructor in the delivery of an online ground school will meet the requirement.
Question 27:	Question and Answer 7 state that a glider instructor could be subcontracted by the bidder as long as the bidder meets the requirements of MT1. Does a subcontracted glider instructor need to have taught an online glider course twice within the past 5 years?
Answer 27:	Yes.