



<p>RETURN BIDS TO: RETOURNER LES SOUMISSIONS À:</p> <p>Bid Receiving - Environment Canada / Réception des soumissions – Environnement Canada</p> <p>BID SOLICITATION AMENDMENT MODIFICATION DE LA DEMANDE DE SOUMISSIONS</p> <p>The referenced Bid Solicitation is revised in this document; unless otherwise indicated, all other terms and conditions of the Bid Solicitation remain the same.</p> <p>La demande de soumissions citée en référence est modifiée dans ce document; sauf indication contraire, les modalités de la demande de soumissions demeurent les mêmes.</p> <p>Issuing Office – Bureau de distribution Burlington, Ontario, Canada</p>	<p>Title – Titre ECCC Water Survey of Canada (WSC) Occupational Health and Safety Training of Hydrometric Technicians – Winter</p>	
	<p>EC Bid Solicitation No./SAP PR No. - N° de la demande de soumissions EC / N° SAP PR 5000061894</p>	<p>Amendment No. - N° de modif. 01</p>
	<p>Date of Bid Solicitation (YYYY-MM-DD) – Date de la demande de soumissions (AAAA-MM-JJ) 2021-10-18</p>	
	<p>Bid Solicitation Closes (YEAR-MM-DD) - La demande de soumissions prend fin (AAAA-MM-JJ) at – à 3:00 P.M. on – le 2021-11-22</p>	<p>Time Zone – Fuseau horaire Eastern Standard Time</p>
	<p>F.O.B – F.A.B</p>	
	<p>Address Enquiries to - Adresser toutes questions à Heidi Noble Heidi.Noble@ec.gc.ca</p>	
	<p>Telephone No. – No de téléphone</p>	<p>Fax No. – No de Fax</p>
	<p>Delivery Required (YEAR-MM-DD) – Livraison exigée (AAAA-MM-JJ) 2022-03-31</p>	
	<p>Destination of Services / Destination des services Canada</p>	
	<p>Security / Sécurité There is no security requirement applicable to the requirement.</p>	



The amendment to the bid solicitation is to address the enquiries received:

Response(s) (R) to Question(s) (Q)1:

Q1.

Attachment 1 to Part 4, Mandatory Criteria M1: Should the training itinerary provided be based on “up to 48 participants” in every individual course of the training session (as per M1), or should the itinerary be based on the precise number of participants indicated in Annex B, Tables 1&2?

R1.

Bidders should base the itinerary on the number of participants listed for each class as outlined in Annex B, Table 1 & 2. Not every participant will need the full set of training.

Q2.

Attachment 1 to Part 4, Mandatory Criteria M1: In previous deliveries of this training, when group size has been in excess of 24 participants, two consecutive sessions were delivered. Should proposals assume that groups of up to 48 are to be trained in a single session or would ECCC prefer large groups be divided into two consecutive sessions?

R2.

The training must occur over two or three consecutive sessions.

Mandatory Technical Criterion M1 of Attachment 1 to Part 4 has been revised, refer to this Amendment below.

Q3.

Attachment 1 to Part 4, Mandatory Criteria M1: Does ECCC have expectations regarding maximum class sizes? I.e. if 48 individuals are to be trained in Wilderness Survival, does ECCC have expectations or preferences as to whether all 48 are trained together as a single group (requiring 10 instructors to maintain prescribed ratios) or if they are divided and trained in smaller groups (while still completing all training within the “session”)?

R3.

Participants can be divided and trained in small groups within the session as long as minimum number and ratio of instructor to students is maintained.

Q4.

Attachment 1 to Part 4, Mandatory Criteria M3: If similar training sessions have been delivered for ECCC in the past 5 years, may these be included? May ECCC be used as a reference for these?

R4.

Bidders may name a reference from Environment and Climate Change Canada.

Q5.

Attachment 1 to Part 4, Mandatory Criteria M4: Should resumes be included for a large enough number of instructors to deliver all training for up to 48 participants within a single session while preserving the ratios indicated in Annex A “Instructor/Participant Ratio”?

R5.

Bidders must provide a resume for each instructor proposed for Mandatory Technical Criterion M5 of Attachment 1 to Part 4.

Q6.

Attachment 2 to Part 4, M5 Reference Table: Will ECCC be considering instructor experience/resume in relation to the proposed training itinerary? For example, if one veteran instructor is listed as an instructor for both Wilderness Survival and Ice Surface Safety, yet the proposed itinerary has different groups of participants completing those courses on the same day, will that instructor be disqualified from



consideration for one or both courses because he/she will have a scheduling conflict precluding him/her from teaching both courses simultaneously?

R6.

Mandatory Technical Criterion M5 of Attachment 1 to Part 4 assesses the proposed instructors experience only.

Q7.

Annex A, Tasks and Deliverables: Can it be assumed that travel time from the participants' accommodations to and from training venues (less than 1 hour total or 30 minutes each way) take place outside of described 8-hour work day AND that this travel time not to be considered "overtime"?

R7.

Yes, travel from the participants' accommodations to and from training venues, less than an hour total, takes place outside of the 8-hour work day and is not considered overtime.

Q8.

Annex A, Tasks and Deliverables: The previous iteration of this solicitation (5000043888) allowed for "7.5 hours [1 day] (theory) maximum 55 hours (in field) [3 days]" for the Wilderness Survival Course. The current solicitation allows for "(55.5 hours) [3 days]" with no indication of the theory/field allocations. The Training Objectives described in Appendix A to Annex A for Wilderness Survival are identical for the previous and current Solicitation. Is this an oversight or is it expected that the contractor safely deliver the same training objectives in one less day?

R8.

The following was included in the Statement of Work Tasks and Deliverables specifically for Wilderness survival:

** Training should include 7.5 hours of Theory and 2 nights Practical Training (48 hours) = 55.5 hours
The Taks and Deliverables table in the Statement of work indicates the "Minimum" number of hours expected for each course.

Note that the min days to provide the training was listed as 9.5 days.

Environment and Climate Change Canada expects each participant if taking the full suite of courses will be available for 10 full days.

Q9.

Annex A, Cancellation Policy: If ECCC cancels training less than 10 days prior to it's scheduled start date, what fees are owed to the contractor?

R9.

Environment and Climate Chance Canada will consider reimbursement of expenses reasonably and properly incurred.

Q10.

Section 1.4 and Annex B: Is completion of Tables 1 and 2 in Annex B sufficient to satisfy to requirement to provide a "detailed breakdown of price" as indicated in Section 1.4? Or is additional detail beyond that in Tables 1&2 required?

R10.

Environment and Climate Chance Canada only requires Tables 1 and 2 in Annex B.



The bid solicitation is amended as follows:

ATTACHMENT 1 TO PART 4

MANDATORY TECHNICAL CRITERIA AND POINT RATED TECHNICAL CRITERIA

Mandatory Technical Criteria:

Delete:

	Mandatory Criteria	Cross Reference to Proposal (Bidding Company to Insert Page #)	Met/Not Met	Comments (Client to Insert at Evaluation)
M1	<p>The Bidder must provide a suggested overall training agenda that includes the requirements listed in Appendix A of Annex A as well as those listed in the “Business and/or Technical Environment” and “Location of Work and Travel” sections of the Statement of Work. Agenda and Course Outline must include: <u>Suggested overall training agenda, including</u></p> <ul style="list-style-type: none"> - Length in hours (convert to days using 7.5 hours as a full day) - Course schedule - Travel days and time off - Training up to 48 participants <p><u>For each training course, an outline explaining how the Contractor plans to deliver the training must be provided. It should contain:</u></p> <ul style="list-style-type: none"> - Specific methodologies - The number of hours required, above and beyond minimum expected - The number of hours of overtime required - The location and description of classrooms, facilities and field training sites suggested - The total daily travel time expected to reach the training location - The equipment that will be provided by the Contractor - The ratio of participants per instructor - The name of instructors that will provide training - Whether any expertise will be sub-contracted or not, as well as identifying what work will be sub-contracted (if applicable) - A contingency plan, for unforeseen conditions such as illness or bad weather. 			



Insert:

	Mandatory Criteria	Cross Reference to Proposal (Bidding Company to Insert Page #)	Met/Not Met	Comments (Client to Insert at Evaluation)
M1	<p>The Bidder must provide a suggested overall training agenda that includes the requirements listed in Appendix A of Annex A as well as those listed in the “Business and/or Technical Environment” and “Location of Work and Travel” sections of the Statement of Work. Agenda and Course Outline must include: <u>Suggested overall training agenda, including</u></p> <ul style="list-style-type: none"> - Training to occur over 2 or 3 consecutive sessions - Length in hours (convert to days using 7.5 hours as a full day) - Course schedule - Travel days and time off - Training up to 48 participants <p><u>For each training course, an outline explaining how the Contractor plans to deliver the training must be provided. It should contain:</u></p> <ul style="list-style-type: none"> - Specific methodologies - The number of hours required, above and beyond minimum expected - The number of hours of overtime required - The location and description of classrooms, facilities and field training sites suggested - The total daily travel time expected to reach the training location - The equipment that will be provided by the Contractor - The ratio of participants per instructor - The name of instructors that will provide training - Whether any expertise will be sub-contracted or not, as well as identifying what work will be sub-contracted (if applicable) - A contingency plan, for unforeseen conditions such as illness or bad weather. 			

All other terms and conditions of the Bid Solicitation remain the same.