



Transport
Canada

Transports
Canada

PLACE DE VILLE
TOWER "C", 330 SPARKS STREET
OTTAWA, ONTARIO
K1A 0N5

December 8, 2021

ADDENDUM NO. 1

Subject: Request for Proposal No. T8080-210317
Group Briefing Notes Training

Further to the above-mentioned Request for Proposal, this Addendum (#1) is to advise potential bidders that the closing date for receiving proposals has changed.

Delete:

Annex A: Statement of Work:

1.4 Background, Assumption and Specific Scope

Every year, TDG hires an average of 37.5 new employees and sends a maximum of 14 employees at a time for this training, for a total of estimated 35 participants per year. Through a combination of lessons, discussions, and hands-on exercises, the trainer of 'Briefing Notes that Work' teaches the participants to create useful and effective documents to inform and advise their readers.

The training is especially beneficial for the employees who are required to produce, use or work with briefing notes. Based on the number of employees requiring to take the training, having two training sessions in English and one in French with TDG's employees only would allow for a more tailored training experience as well as rich and meaningful conversations with the participants and the trainer.

Insert

Annex A: Statement of Work:

1.4 Background, Assumption and Specific Scope

Every year, TDG hires an average of 37.5 new employees and sends a maximum of 14 employees at a time for this training, for a total of estimated 35 participants per year. Through a combination of lessons, discussions, and hands-on exercises, the trainer of 'Briefing Notes that Work' teaches the participants to create useful and effective documents to inform and advise their readers.

The training is especially beneficial for the employees who are required to produce, use or work with briefing notes. Based on the number of employees requiring to take the training for the current fiscal year ending March 2022, having one training session in English and one in French with TDG's employees only would allow for a

more tailored training experience as well as rich and meaningful conversations with the participants and the trainer. Any additional training sessions would consist of two training sessions in English and one in French.

All other terms and conditions remain unchanged.

Tenderers are to acknowledge this Addendum by signing in the space provided below and enclosing a copy of this document with their tender submission.

Yours truly,

Natasha Blackstein
Contracting Specialist
Materiel and Contracting Services
Telephone: (343) 550-2321
Email: natasha.blackstein@tc.gc.ca

RECEIPT ACKNOWLEDGED

Name of Company _____

Signature _____

Canada¹

Annex A-1

- Q1.** Do the terms “project lead” (p. 10) and “proposed resource” (p. 12) refer exclusively to the instructors we will assign to the project?
- A1.** Yes
- Q2.** If so, do you want project descriptions to support requirements M2, R2 and R3 for each of what might be multiple instructors assigned to the project—at the very least, one English instructor and one French instructor?
- A2.** Yes, a project description demonstrating that the proposed resource (instructor) has the experience would be required.
- Q3.** Is there vendor currently providing the training for this project under an existing contract?
- A3.** No
- Q4.** What is the deadline by which all questions from bidders will be answered?
- A4.** Deadline for question period is Friday, December 10 at 12 pm.
- Q5.** I have read your mandatory and technical criteria carefully. I am part of a partnership in which I am the principal trainer. I note that criterion M1 calls for a corporate summary of capabilities and experience citing three project descriptions, and M2 calls for the same information focussed on the proposed resource. In our case, I am both the corporate bidder (one of two partners) and the proposed resource. I am assuming you do not want repetition between M1 and M2, and that we would therefore have to describe six projects. Is that correct?
- A5.** That’s correct, in that case, the same projects could be provided for both.
- Q6.** M3 focusses on documentation. Since the documentation is related to each project completed, there is bound to be overlap with M1 and M2. Are you expecting three more projects under M3, in addition to those discussed in M1 and M2? (If so, this would require a description of nine projects in the mandatory category.)
- A6.** No, we are not expecting three more projects, but the description to be provided for that criteria would need to clearly demonstrate the experience on conceptualizing, designing, and creating reference documents intended for corporate employees on the topic of briefing notes.
- Q7.** Technical criterion R1 assigns 10 points per deliverable. I assume the three deliverables (for a total of 30 points) are 1) the work plan, 2) approach, and 3) methodology. Have I understood this correctly?
- A7.** That is correct.

- Q8.** The other R criteria return to project descriptions. I assume here that those outlined in M1, M2, and M3 may be revisited.
- A8.** Yes
- Q9.** Financial bid: In section 4.2.1, you use an example of bids ranging from \$45,000 to \$55,000. In Annex B, you indicate four possible training periods, Year 1, plus three option years. I am assuming that the range you use in your example refers to the entire four-year amount (Total Tendered Price), as per Annex B. Is that correct?
- A9.** Yes
- Q10.** Number of participants per on-line class: You indicate that about 35 employees per year require this training. Does this mean that the number in each group would not exceed roughly ten? (As you no doubt know, it is important for bidders to have an idea of class size at the start, as this impacts online training design.)
- A10.** We expect that the number in each group would not exceed 14.
- Q11.** Training language: In the Statement of Work, under Scope, paragraph 1.4, you indicate a need for “two training sessions in English and one in French”. The RFP indicates that you are planning four half-day sessions. Would that be three in English and one in French, or is that to be determined?
- A11.** It would be one session in English spread out over four half days in order to maximize the trainees’ attention and allow for a work/training balance. Therefore, if we are looking at holding one session in English and one in French in fiscal year 2021-2022, then it would be four half days for the English session and four half days for the French session.
- Q12.** Platform: You mention Adobe Connect. Is this transport Canada’s preferred system, or do you use others – Microsoft Teams, for example?
- A12.** We can use MS Teams, Zoom, Adobe Connect, or any other systems that works well.