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OTTAWA, ONTARIO  
K1A 0N5

**December 10, 2021**

**ADDENDUM NO. 2**

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

Further to the above-mentioned Request for Proposal, this Addendum (#2) is to advise potential bidders that the closing date for receiving proposals has changed.

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**  
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**RECEIPT ACKNOWLEDGED**

**Name of Company** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Canada**

Annex A-1

- Q1.** Just to confirm, you would want two courses this fiscal year, one in English, one in French, each consisting of four half-days (approximately 12 hours of training), with each group consisting of about 14 participants. Is this correct? If so, then the financial bid estimate for Year 1 would involve only these two courses.
- A1.** In fiscal year 2021-2022, we want two courses, one in English and one in French, with each course being spread out over four half days and a maximum of 14 participants per course.
- Q2.** You then indicate that any additional training sessions would consist of two in English and one in French. Do these numbers apply to each of the option years or to all three option years combined, i.e. one course per year? The Financial Bid format asks for a fixed price per session x 4 half-day sessions – in other words, a price for one course, for each option year. If you envision more than one course in an option year, then the estimated total would, of course, be higher for each option year. Could you clarify?
- A2.** For the option years, we are looking at a total of three sessions per option year, i.e., two in English and one in French. Each session would be spread over four half days and with a maximum of 14 participants per session. For the total of the three option years, we are then looking at six sessions in English and three in French and a maximum of 35 employees per year.