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**REVISION 002 TO A
REQUEST FOR PROPOSAL**

Comments:

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions remain the same.

Issuing Office:

Parks Canada Agency
National Contracting Services
Calgary, AB

Title: Incident Command Systems (ICS) Canada Training - I-300, I-400, Train the Trainer and Position Specific Delivery - Parks Canada Agency, Fire Management Program	
Solicitation No.: 5P420-21-0145/A	Date: February 23, 2022
Amendment No.: 002	
Client Reference No.: n/a	
GETS Reference No.: PW-22-00983095	

Solicitation Closes: At: 14:00 On: March 3, 2022	Time Zone: MST
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F.O.B.: Plant: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other: <input type="checkbox"/>	
Address Enquiries to: Ryan Taylor	
Telephone No.: 587-436-5987	Telephone No.: 587-436-5987
Email Address: ryan.taylor@pc.gc.ca	
Destination of Goods, Services, and Construction: Parks Canada Agency	

TO BE COMPLETED BY THE BIDDER

Vendor/ Firm Name:	
Address:	
Telephone No.:	Fax No.:
Name of person authorized to sign on behalf of the Vendor/ Firm (type or print):	
Signature:	Date:

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Contracting Authority:
Ryan Taylor

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Title:
ICS Canada Training - I-300, I-400, Train the Trainer and Position Specific Delivery - Parks Canada Agency, Fire Management Program

Amendment 002

This amendment is raised to answer bidder questions and make subsequent amendments:

- A. Provide responses to Questions and Answers; and
- B. Amend Annex B – Basis of Payment.

The Basis of Payment at **Annex B** of solicitation 5P420-21-0145/A, titled "Incident Command Systems (ICS) Canada Training - I-300, I-400, Train the Trainer and Position Specific Delivery - Parks Canada Agency, Fire Management Program" is amended as follows.

Bidders **MUST** submit their bids in accordance with the "Amended Annex B, Basis of Payment" included here. Bids that are not submitted in accordance with this amendment will be deemed non-responsive to the solicitation requirements.

A. Questions and Answers

- Q1.** While ICS Canada training standards have not been updated to reflect the requirements for virtual training, Federal Departments/Agencies have recognized that it is not possible to provide optimal virtual ICS training with a single instructor, regardless of the class size. Parks Canada has also benefited from this format. It is requested that all virtual training require two instructors.
- A1.** PCA feels that one instructor per 12-person class should be achievable in a virtual setting. No change will be made to current request.
- Q2.** Annex B Basis of Payment 1.1.3. The requested ICS Canada Position Specific Training standards for these courses have different durations. This would entail different costs based on course durations. Can this list be broken out by course?
- A2.** Yes, see amended pricing tables below.
- Q3.** Annex B Basis of Payment 1.2 Estimated Travel Costs - Round Trip Per Trainer. It is unclear if these are indicative estimates or firm price per region, which would be reimbursed as per Treasury Board rates in place at the time of travel. If the latter, it would seem to be a disadvantage to Parks Canada for a regionally distributed team of trainers, which would lower the travel costs for firm price per region. Request clarification.
- A3.** For the purposes of bidding, the travel rates should be "indicative estimates". The travel costs are for evaluation purposes and must be based on estimated total costs for travel to each region identified. Those costs must be in keeping with Treasury Board rates when applicable.
- Q4.** As the Government of Canada has had many ICS courses delivered virtually in the past two years, it has become clear that not all instructors transition effectively to the virtual environment. It is recommended that a mandatory requirement be added that all proposed resources have experience delivering ICS Canada training virtually at the required level and in the required language.
- A4.** ICS Canada has not developed any addition standards for virtual training. The request and requirements will remain unchanged.
- Q5.** In the table you state that they require Position Specific Training (IC, OSC, PSC, LSC, FSC), with a minimum of 2. Each of these is a stand-alone course, do you require 2 Position Specific Training Courses or are you looking for 2 of each of the 5 Position Specific Courses (= 10 course)?
- A5.** Minimum of 2 position specific courses total is expected. Type of courses delivered are to be determined.
- Q6.** If you are looking for just 2 Position Specific Position Courses when will those courses be identified?
- A6.** Yes, during the start up meeting and planning once a contract is in place.

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- Q7.** ICS Canada will not issue certificates for the I-300 if the course is delivered online or virtually. Looking for clarification.
- A7.** We can temporarily certify as a Parks Canada course for our internal organization.
- Q8.** In Table 2 on page 21 you indicate that you are looking for the Train the Trainer course to only be delivered in English – In the Table on page 24 (Firm Unit Prices) you ask for the Train the Trainer course in either French or English – please clarify.
- A8.** English only. Pricing tables adjusted.

B. Amend Annex B – Basis of Payment

Delete Annex B – Basis of Payment in its entirety and replace with the following:

The Basis of Payment at **Annex B** of solicitation 5P420-21-0145/A, titled “Incident Command Systems (ICS) Canada Training - I-300, I-400, Train the Trainer and Position Specific Delivery - Parks Canada Agency, Fire Management Program” is amended as follows.

Bidders **MUST** submit their bids in accordance with the “Amended Annex B, Basis of Payment” included here. Bids that are not submitted in accordance with this amendment will be deemed non-responsive to the solicitation requirements.

INSERT:

AMENDED ANNEX B

BASIS OF PAYMENT

*** To Be Completed by the Bidder ***

Financial Bid Submission Requirements

- (a) Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.
- (b) The Bidder must submit their financial bid in accordance with the Basis of Payment.
- (c) All prices are in Canadian dollars, FOB destination
- (d) Customs duties are included and Applicable Taxes are extra.
- (e) Total Combined Evaluated Estimated Bid Price Calculation: For the purposes of evaluation, the evaluated bid price will be comprised of the combined total of *Table 1.1 Firm Unit Prices – Course Fees*, *Table 1.2 Estimated Travel Costs – Per Trainer*, *Table 2.1 Firm Unit Prices – Course Fees* and *Table 2.2 Estimated Travel Costs – Per Trainer*.

1. Contract Year 1: Date of Contract to – November 30, 2022

1.1 Firm Unit Prices – Course Fees – Year 1

In consideration of the Contractor completing all of its obligations under the Contract, the Contractor will be paid firm unit price(s) in Canadian funds for all costs, including but not limited to all professional, technical, and material costs as required to fulfill the requirements of Annex A – Statement of Work as defined. Course fees will also apply of training delivered virtually.

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Title:
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Item No.	Course and Level	Unit of Measure	Firm Price Per Unit (PU)	Estimated Quantity (EQ)	Estimated Amount (PU x EQ)
1.1.1	I-300 (French or English)	Per Course	\$ _____	4	\$ _____
1.1.2	I-400 (French or English)	Per Course	\$ _____	2	\$ _____
1.1.3	Position Specific Training - IC (French or English)	Per Course	\$ _____	1	\$ _____
1.1.4	Position Specific Training – OSC (French or English)	Per Course	\$ _____	1	\$ _____
1.1.5	Position Specific Training – PSC (French or English)	Per Course	\$ _____	1	\$ _____
1.1.6	Position Specific Training – LSC (French or English)	Per Course	\$ _____	1	\$ _____
1.1.7	Position Specific Training – FSC (French or English)	Per Course	\$ _____	1	\$ _____
1.1.8	Train the Trainer (I-300 or I-400) (English)	Per Course	\$ _____	2	\$ _____
1.1.9	Additional Instructor - course delivery for 13 to 24 participants (French or English)	Per Course	\$ _____	1	\$ _____

1.2 Estimated Travel Costs – Round-Trip Per Trainer– Year 1

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, and private vehicle allowances specified in Appendices B, C and D of the [National Joint Council Travel Directive](#), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel.

All travel must have the prior authorization of the Project Authority.

All payments are subject to government audit.

For evaluation purposes, bidders are to estimate travel for each region according to the following table. The estimated cost will reflect four (4) round trips for one (1) trainer for each region according to applicable course duration and all associated travel.

Course and Level	# of Courses
I-300	1
I-400	1
Position Specific Training (IC, OSC, PSC, LSC, FSC,)	1
Train the Trainer (I-300 or I-400)	1

(use course with longest duration)

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Item No.	Training Regions	Estimated Travel Costs
1.2.1	Atlantic Region (Halifax, Moncton) - Round-Trip Per Trainer for delivery of courses noted above.	\$
1.2.2	Quebec Region (Quebec City, Shawinigan, La Maurice National Park) - Round-Trip Per Trainer for delivery of courses noted above.	\$
1.2.3	Prairies and Northern Region (Riding Mountain National Park, Prince Albert National Park, Winnipeg) - Round-Trip Per Trainer for delivery of courses noted above.	\$
1.2.4	Alberta: Banff, Calgary, Hinton, Jasper, Edmonton - Round-Trip Per Trainer for delivery of courses noted above.	\$

Note: Travel may not be required for all training sessions.

1.3 Estimated Total Combined Price – Year 1

The total evaluated Year 1 price is the sum of Table 1.1 Firm Unit Prices – Course Fees and Table 1.2 Estimated Travel Costs – Per Trainer.

A.	ESTIMATED TOTAL COMBINED EVALUATED PRICE – YR 1 (sum of all items under 1.1 & 1.2) (excluding applicable tax)	\$
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2. Option Year: December 1, 2022 – November 30, 2023

2.1 Firm Unit Prices – Course Fees – Option year

In consideration of the Contractor completing all of its obligations under the Contract, the Contractor will be paid firm unit price(s) in Canadian funds for all costs, including but not limited to all professional, technical, and material costs as required to fulfill the requirements of Annex A – Statement of Work as defined.

Course fees will also apply of training delivered virtually.

Item No.	Course and Level	Unit of Measure	Firm Price Per Unit (PU)	Estimated Quantity (EQ)	Estimated Amount (PU x EQ)
2.1.1	I-300 (French or English)	Per Course	\$ _____	4	\$ _____
2.1.2	I-400 (French or English)	Per Course	\$ _____	2	\$ _____
2.1.3	Position Specific Training - IC (French or English)	Per Course	\$ _____	1	\$ _____
2.1.4	Position Specific Training – OSC (French or English)	Per Course	\$ _____	1	\$ _____
2.1.5	Position Specific Training – PSC (French or English)	Per Course	\$ _____	1	\$ _____
2.1.6	Position Specific Training – LSC (French or English)	Per Course	\$ _____	1	\$ _____

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2.1.7	Position Specific Training – FSC (French or English)	Per Course	\$ _____	1	\$ _____
2.1.8	Train the Trainer (I-300 or I-400) (English)	Per Course	\$ _____	2	\$ _____
2.1.9	Additional Instructor - course delivery for 13 to 24 participants (French or English)	Per Course	\$ _____	1	\$ _____

2.2 Estimated Travel Costs - Round-Trip Per Trainer – Option Year

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, and private vehicle allowances specified in Appendices B, C and D of the [National Joint Council Travel Directive](#), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel.

All travel must have the prior authorization of the Project Authority.

All payments are subject to government audit.

For evaluation purposes, bidders are to estimate travel for each region according to the following table. The estimated cost will reflect four (4) round trips for one (1) trainer for each region according to applicable course duration and all associated travel.

Course and Level	# of Courses
I-300	1
I-400	1
Position Specific Training (IC, OSC, PSC, LSC, FSC,)	1
Train the Trainer (I-300 or I-400)	1

(use course with longest duration)

Item No.	Training Regions	Estimated Travel Costs
1.2.1	Atlantic Region (Halifax, Moncton) - Round-Trip Per Trainer for delivery of courses noted above.	\$
1.2.2	Quebec Region (Quebec City, Shawinigan, La Maurice National Park) - Round-Trip Per Trainer for delivery of courses noted above.	\$
1.2.3	Prairies and Northern Region (Riding Mountain National Park, Prince Albert National Park, Winnipeg) - Round-Trip Per Trainer for delivery of courses noted above.	\$
1.2.4	Alberta: Banff, Calgary, Hinton, Jasper, Edmonton - Round-Trip Per Trainer for delivery of courses noted above.	\$

Note: Travel may not be required for all training sessions.

2.3 Estimated Total Combined Price – Option Year

The total evaluated optional year price is the sum of Table 2.1 *Firm Unit Prices – Course Fees* and Table 2.2 *Estimated Travel Costs – Per Trainer*.

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B.	ESTIMATED TOTAL COMBINED EVALUATED PRICE – OPTION YR (sum of all items under 2.1 & 2.2) (excluding applicable tax)	\$
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3. Estimated Total Combined Evaluated Bid Price

The total evaluated bid price is the sum Table A + B.

C.	ESTIMATED TOTAL COMBINED <u>EVALUATED</u> BID PRICE (A + B = C) (excluding applicable tax)	\$
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Notes:

- (a) Unidentified costs will not be allowable under the Contract unless there is a change to the work requirements and addressed by a contract amendment issued by the Contracting Authority;
- (b) Additional payment terms and conditions will not apply to the contract; and
Customs duties are included and Applicable Taxes are extra.

ALL OTHER TERMS & CONDITIONS REMAIN UNCHANGED