



**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS A :**

Bid Receiving/Réception des sousmissions
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**SOLICITATION
AMENDMENT**

**MODIFICATION DE
L'INVITATION**

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

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

Comments: - Commentaries :

THIS DOCUMENT CONTAINS A SECURITY
REQUIREMENT

Title – Sujet Pre-retirement workshops for RCMP		Date 2022-07-11
Solicitation No. – N° de l'invitation 202201711A		Amendment No. – N° de la modification 003
Client Reference No. - No. De Référence du Client 202201711A		
Solicitation Closes – L'invitation prend fin		
At /à :	2 :00 PM	EDT(Eastern Daylight Time) HAE (heure avancée de l'Est)
On / le :	August 3, 2022	
Delivery - Livraison See herein — Voir aux présentes	Taxes - Taxes See herein — Voir aux présentes	Duty – Droits See herein — Voir aux présentes
Destination of Goods and Services – Destinations des biens et services See herein — Voir aux présentes		
Instructions See herein — Voir aux présentes		
Address Inquiries to – Adresser toute demande de renseignements à Michelle Allen, michelle.allen@rcmp-grc.gc.ca		
Telephone No. – No. de téléphone 343-572-4945	Facsimile No. – No. de télécopieur na	

Delivery Required – Livraison exigée See herein — Voir aux présentes	Delivery Offered – Livraison proposée
Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur:	
Telephone No. – No. de téléphone	Facsimile No. – No. de télécopieur
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date



This amendment is raised to address the following:

- To respond to questions received during the solicitation period;
- To revise the solicitation accordingly, as applicable.

QUESTIONS AND ANSWERS:

QUESTION 2:

Can you confirm that the number of participants (estimated quantity) below is correct?

Year 1: 1200 (30 sessions x (20 Members +20 Spouses))

Year 2: 1200 (30 sessions x (20 M+20 Spouses))

Year 3 and onward: 600 each year

Since you are talking about a 2-year period, is the 1200 for each year, or is it instead 600 each year for Year 1 and Year 2?

RESPONSE 2:

For both the virtual and in-person sessions, 1 RCMP member + RCMP member's spouse is equal to one (1) participant for billing purposes. Only the RCMP member is paying participant - spouse is included in the costing.
Year 1 & 2: 600 each year / 1200 for both years combined (30 sessions x 20 members).
Year 3: 600

QUESTION 3:

Can you clarify the information in relation to 7.1.6 CANCELLATION NOTIFICATION, since the two sentences below contradict each other?

- The Project Authority or his/her designated representative will notify the Contractor in the event of cancellation five (5) working days prior to the workshop without RCMP incurring financial penalties.
- RCMP will not incur financial penalties for virtual and/or in-person classroom training that is rescheduled within five (5) working days prior to the course.

The notion of WITHIN 5 days contradicts the notion of 5 days prior to the workshop.

RESPONSE 3:

As stated in section 7.1.6 Cancellation Notification, of the RFSO:

For virtual Sessions:

"In the event of a cancellation notification less than five (5) working days before the scheduled workshop, the Contractor will be paid an amount equivalent to one half of the original contracted amount in the call-up for the specified course. RCMP will not incur financial penalties for virtual and/or in-person classroom training that is rescheduled within five (5) working days prior to the course."

As stated in section 7.2.6 Cancellation Notification of the RFSO:

For in-person sessions:

"In the event of a cancellation notification less than fifteen (15) working days before the scheduled workshop, the Contractor will be paid an amount equivalent to one half of the



original contracted amount in the call-up for the specified course.
RCMP will not incur financial penalties for virtual and/or in-person classroom training that is rescheduled within fifteen (15) working days prior to the course.”

Therefore, in the event of a cancellation with less than 5 working days notice for virtual, or 15 days notice for in-person sessions, the Contractor will be paid an amount equivalent to one half of the original amount. However, if the workshop is re-scheduled within 5 working days (and not cancelled), there will be no charge.

QUESTION 4:

Given

- that the cost of a group registration in one of the listed cities is calculated individually
- that you state that in the event of a cancellation notification less than five (5) working days before the scheduled workshop, the Contractor will be paid an **amount equivalent to one half of the original contracted amount in the call-up** for the specified course
- that the list of participants is provided only 4 days before the training begins

how can we determine the amount associated with a cancellation?

Is the one half of the amount based on the maximum number of participants, i.e. half of 40 participants x unit price, or is it half the number of registrations x unit price?

Same question for a classroom (in-person) session with the 15 days (page 41).

RESPONSE 4:

The following statement will be deleted from the RFSO: “the list of participants is provided only 4 days before the training begins”.

The cancellation fee is based on a minimum of 20 RCMP Member participants. The one half of the amount is based on 20 RCMP member participants for both virtual sessions, which require a (5) day cancellation notice, and in-person sessions, which require a (15) day cancellation notice.

QUESTION 5:

It states:

Page 35 (Terminology) The workshop is delivered in a facility provided by Canada, or virtually provided by the Contractor. The maximum number of participants per workshop including the spouses is 40.

This implies that, for instance, if we have 30 employees and 10 spouses, it would work.

Page 42 dans 7.1.1 Plateforme en ligne

The Contractor must host the Workshops using MS Teams and:

c) be capable of hosting the virtual workshops for up to 20 participants, plus their spouses.

This implies that, for instance, if we have 30 employees and 10 spouses, it would not work.

Which is the correct wording?



RESPONSE 5:

For both virtual and in-person sessions, the minimum amount of RCMP member participants required for a session is 20, and the total maximum number of participants is 40 (which includes the spouses). Therefore, 20 spaces would need to be available for potential spouses.

For in person sessions, it would be up to the division's training coordinator to register and/or organize the member lists, and leave enough room for their spouses. In cases where not enough spouses are registered, the number of RCMP member participants may potentially increase, and as a result, the price would increase accordingly.

QUESTION 6:

7.2.4.1.1 Point b)

Are the name cards supplied by the RCMP?

RESPONSE 6:

The material for this will be provided by the Contractor/Lead Facilitator of the course.

QUESTION 7:

If a registered participant is absent (illness, personal reason, too much work, forgets to attend, etc.), what happens with the payment for that person's participation? What are the conditions for possibly retaking the training?

RESPONSE 7:

In the event of a cancellation of a participant, the Contractor will still be paid for that participant. The minimum requirement of participants (RCMP members) per session is 20. Therefore, should there be any less than 20 RCMP members registered, the charge will be based on 20 participants.

QUESTION 8:

Would you accept that we use our own platform instead of MS Teams?

RESPONSE 8:

At this time, MS teams has been identified as the sole virtual delivery platform. There are various reasons for this, such as, certain platforms are not supported by the RCMP network, and may not be accessible to all members. In the past, members were unable to connect using web-based platforms, causing members to connect using personal devices. MS Teams has been effective and has already been approved by the RCMP.

QUESTION 9:

On page 12, it states that "The RCMP has maximum estimate of 30 sessions per year for up to 20 RCMP member participants plus their spouses." Since the "Estimated Quantity" is 600 per year, this would imply that only the RCMP member is considered a "participant" and not a spouse.

On page 35, it states that "The maximum number of participants per workshop including the spouses is 40." In this statement, it seems that both the RCMP member and the spouse are considered a "participant".

The distinction is important as,



On page 39, it states that “The Contractor must deliver the workshops when there are a minimum of 20 participants registered for the course. If the number of registrants is below 20 participants, the Contractor has the choice to cancel and reschedule the workshop or to deliver the workshop on the scheduled date.” Also, on page 12, the Contractor is asked a “Firm Unit Price” which is per participant. We understand that one (1) RCMP member is equal to one (1) participant. Is one (1) spouse also equal to one (1) participant?

RESPONSE 9:

For both the virtual and in-person sessions, 1 RCMP member + RCMP member's spouse is equal to one (1) participant. The spouse is included in the pricing of 1 participant (no additional pricing).

QUESTION 10:

For example, if a session has 15 RCMP members and 10 spouses registered, will the Contractor charge its “Firm Unit Price” 15 times or 25 times?

RESPONSE 10:

In this scenario, the “Firm Unit Price” would be based on 20 participants. There could be 15 participants registered, however, the price would be based on the minimum requirement of 20.

QUESTION 11:

If only the RCMP member is considered a “participant” with regards to “Firm Unit Price”, and the minimum number of participant is 20, would you accept that the Contractor quote a fixed priced for the session (instead of a cost per participant)?

RESPONSE 11:

The costing has to be per participant. The virtual sessions will have UP TO 20 participants (plus spouses), and the in-person sessions SHOULD have a MINIMUM of 20 participants (plus spouses). If there are fewer than 20, the Contractor will have the option to proceed with fewer than 20 or reschedule with a larger number of participants.

QUESTION 12:

Is it possible to have the requirement in the RFP for the legal, medical, and psychology be dropped from the request? This would allow the presentation to be completed over 1 day (1/2-day pension and benefits, and 1/2-day financial planning). This expertise can be solicited individually. Without this change, there will be few submissions. Having to organize these additional presenters is prohibitive.

RESPONSE 12:

At this time, part of this course is meant to encompass the legal, medical, and psychological aspect as this is relevant to retiring RCMP members. We would like to equip members with tools that will help their retirement process, which may also provide essential information to their situation. The RCMP has streamlined the workshop with what is offered for Public Servants.



QUESTION 13:

Regarding the participants, is there an age limit for them to attend? Example be 50 and more? Do you welcome participants of any age?

RESPONSE 13:

There is no age limit for the RCMP participants to attend. All RCMP members who are interested, are welcome to register.

QUESTION 14:

It is unclear when looking at page 35,37 and 53 : Is the spouse considered as a participant ?

- Meaning that you pay for both the employee and the spouse? Or is the spouse for free?
- Meaning that spouses are considered in the minimum and maximum quantity to run a workshop/webinar? Or not?
- See Page 53/54
In the notes under the table: *The RCMP has maximum estimate of workshops per year per location for up to **20 participants plus their spouses.***
This implies that spouses are not counted in the maximum of 20 according to us, meaning a spouse is not a participant....
- However Page 35 / 54
5. TERMINOLOGY
Participant: *Royal Canadian Mounted Police Regular Members and their spouses.*
- Page 37/54
7.1.3 Schedule e): *The Contractor must deliver the workshops when there are a minimum of 20 participants registered for the course.*

Can you please clarify?

RESPONSE 14:

See response to Question 2.

All pricing is only for the RCMP participants – spouses / partners are included in the participant pricing (no additional cost).

REVISE SOLICITATION :

Under Annex A, Statement of Work, Section 14: Support Provided by Canada

Delete: in its entirety

Insert:

Canada will:

1. Coordinate participants' registration;
2. Prepare participant's list and provide to the Contractor;
3. Liaise with the Contractor to coordinate logistics;
4. Inform Contractor of any Participant's special needs, if any;



5. Provide the premises, equipment and logistical services;
6. Prepare room setup and connect equipment for the instructors;
7. Make the necessary arrangements to provide instructors with access to the building and classroom;
8. Have current contact information available to the Contractor.
9. Clean and remove equipment from training room, if required.