

**RETURN BIDS TO : - RETOURNER LES
SOUSSION À:****Canada Revenue Agency
Agence du revenu du Canada****Proposal to: Canada Revenue Agency**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein and/or attached hereto, the goods and/or services listed herein and on any attached sheets at the price(s) set out therefor.

Proposition à : l'Agence du revenu du Canada

Nous offrons par la présente de vendre à Sa Majesté la Reine du Chef du Canada, en conformité avec les conditions énoncées dans la présente incluses par référence dans la présente et/ou incluses par référence aux annexes jointes à la présente et ci-jointes, les biens et/ou services énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Bidder's Legal Name and Address - (ensure the Bidder's complete legal name is properly set out)

Raison sociale et adresse du Soumissionnaire - (s'assurer que le nom légal au complet du soumissionnaire est correctement indiqué)

Bidder is required to identify below the name and title of the individual authorized to sign on behalf of the Bidder – Soumissionnaire doit identifier ci-bas le nom et le titre de la personne autorisée à signer au nom du soumissionnaire

Name /Nom

Title/Titre

Signature

Date (yyyy-mm-dd)/(aaaa-mm-jj)

(____)

Telephone No. – No de téléphone

(____)

Fax No. – No de télécopieur

E-mail address – Adresse de courriel

**AMENDMENT TO REQUEST FOR
PROPOSAL / MODIFICATION DE
DEMANDE DE PROPOSITION**

Title – Sujet Virtual Management Training	
Solicitation No. – No de l'invitation 1000411342	Date (yyyy-mm-dd) (aaaa-mm-jj) 2022-08-19
Amendment No. - N° modif. 002	
Solicitation closes – L'invitation prend fin on – le 2022-09-22 (yyyy-mm-dd) (aaaa-mm-jj) at – à 2:00 P.M. / 14 h	Time zone – Fuseau horaire EDT/HAE Eastern Daylight Time/ Heure Avancée de l'Est
Contracting Authority – Autorité contractante See original document/ voir document original	
Telephone No. – No de téléphone 613-219-5298	
Destination - Destination See herein / Voir dans ce document	



SOLICITATION AMENDMENT # 002

This solicitation amendment is raised to:

1. Address the following questions submitted during the solicitation period as per RFP.
-

1. QUESTIONS AND ANSWERS

Q3. On page 55, Section 2.2, bullet 7, it is stated:

Deliver a final fifth 1 hr session 30 days after the last training session to discuss challenges and successes experienced by participants in implementing the learning and to reflect on learnings and assignments. Each group to include a maximum of 20 participants guided through reflective questions and answers.

I underlined assignments because assignments were not mentioned in Section 2.1. I seek clarification if this is in scope. If in scope, we recommend that CRA considers a 2 hr session for the fifth session to give enough time for the trainer to effectively go through the assignment with 20 people. This is important for us to determine the pricing for assignments.

A3. No, the 1-hour fifth session will remain as initially posted.

Q4. On page 55, Section 2.2, bullet 8, it is stated:

Deliver the training program virtually, using MS Teams, in groups of a maximum of 20 participants to allow the training sessions to be interactive and designed to meet the needs of the group.

Will CRA be allowing the Contractor to use the CRA MSTeams or does the Contractor need to provide access to its own instance? In particular, does the CRA MSTeams have the break-out room capability?

A4. The CRA MS Teams does have the break-out room capability. As long as the Contractor has their own subscription to MS Teams, they will be able to use the break-out room feature.

Q5. On page 57, Section 2.6.1, it is stated:

All the Work and Material must be provided in English and French in accordance with the Federal government Official Languages Act.

Currently all materials are in English. Is CRA open to translating them into French? This will ensure that the appropriate Government of Canada French terms are used and not incur charges to the Contractor.

A5. No, the contractor will be responsible to provide their training material in both official languages, English and French.



Q6. It is mentioned on page 34 on the RFP that “The Bidder should hold a certificate in Virtual & Hybrid Management from an accredited association or a relevant certification to Virtual & Hybrid Management.”. If our organization does not have this, are we disqualified? Or, will CRA recognize other certifications?

A6. No, the criterion is point-rated. Bidders will score 0/3 for this criterion if no information is provided but will not be disqualified from the evaluation process.

Q7. Following up on question 6; where are these certifications offered?

A7. A couple options of associations that offer Virtual and Hybrid Management certifications are The Project Management Association of Canada or the Canadian Management Centre. Additionally, The CRA will accept relevant certification to virtual and hybrid management offered by other accredited associations. It is incumbent upon the supplier to demonstrate the relevance of professional certification.

Q8. On page 32 there is a mention of bidder needing training day experience. What would suffice to show evidence of this? Would a simple written acknowledgment suffice?

A8. No, a simple written acknowledgement will not suffice, as per the instructions in the RFP:

The bidder must submit project experience to demonstrate compliance to this criterion, each project must be completed by the date of bid closing and include the following information to be used at the discretion of the CRA to confirm experience:

- a) Client organization name that received the services;
- b) Project title;
- c) Description of the project;
- d) Start and end date of the teaching services offered (month and year).
- e) The total number of days of training for each period identified in (d)

Q9. In M1 it is stated:

M1. The Bidder **MUST** demonstrate that they have experience within the past 36 months from date of bid closing, in designing and developing of two (2) management related trainings* to a private or public organization.

We wish clarification on the 36 month period. Going back 36 months from Sept 2022 puts us as a date Sept 2019. If we had a client that hired us starting in 2016 through 2020, are they eligible as a organization for this criteria?”

A9. As long as a portion of the training was developed and designed within the 36-month window, the experience would qualify.