



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
PWGSC/TPSGC Acquisitions Bid Receiving
Box/Boîte de Réception des Soumissions
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1st Floor/1^{ère} étage, Suite 1212
100-1045 Main Street
Moncton
New Brunswick
E1C 1H1
Bid Fax: (506) 851-6759

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 - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution
Acquisitions NB/PEI (Moncton Office) – Bureau
d'acquisitions N.-B./Î.-P.-É. (Moncton)
1045 Main Street / 1045, rue Main
Moncton
New Bruns
E1C 1H1

Title - Sujet Instructor Development Plan,CTC DND	
Solicitation No. - N° de l'invitation W2037-230010/B	Amendment No. - N° modif. 002
Client Reference No. - N° de référence du client W2037-230010	Date 2022-11-07
GETS Reference No. - N° de référence de SEAG PW-\$MCT-043-6271	
File No. - N° de dossier MCT-2-45021 (043)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Atlantic Standard Time AST on - le 2022-11-24 Heure Normale de l'Atlantique HNA	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Beausoleil (MCT), Timothee	Buyer Id - Id de l'acheteur mct043
Telephone No. - N° de téléphone (902) 388-8377 ()	FAX No. - N° de FAX (506) 851-6759
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° 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

SOLICITATION AMENDMENT 002

THE FOLLOWING AMENDMENTS/CLARIFICATIONS TO THE BID DOCUMENT ARE EFFECTIVE IMMEDIATELY. THE AMENDMENTS/CLARIFICATIONS SHALL FORM A PART OF THE CONTRACT DOCUMENTS.

2.4 ENQUIRIES – BID SOLICITATION

DELETE - All enquiries must be submitted in writing to the Contracting Authority no later than 7 calendar days before the bid closing date. Enquiries received after that time may not be answered.

INSERT - All enquiries must be submitted in writing to the Contracting Authority **no later than 10 calendar days** before the bid closing date. Enquiries received after that time may not be answered.

QUESTIONS AND ANSWERS:

1. Are the requested services for the above referenced solicitation currently being provided or have they been provided previously? If so, please identify the means by which such services have been supplied (e.g., direct and or term employee, personal services contract, or contracted services through a company). If the services were contracted through a company, please provide the name of the contractor and the duration and dollar amount of the contract(s).
 - a. Yes – provided previously through a contracted service.
 - b. MyWorkplace Health and Safety, 5 days of on-site service, pricing cannot be provided in order to protect the rights of previous contractor.
2. Please refer to the solicitation closing date on the cover page. Given that the point rated criteria implies the requirement for the Bidder to analyse the requirement and develop a Instructor Development Plan (IDP) Training Plan for inclusion in the Technical Bid a closing date of 8 Nov 22 does not provide sufficient time to complete this work. This Bidder therefore respectfully requests an extension of two weeks.
 - a. A two week extension will be granted.
3. Please refer to Section 2.1.1 SACC Manual Clauses on page 5, which refers to Standard Acquisition Clauses and Conditions (SACC) Manual Clause C9000T. This clause specifies that Bidders must provide individual prices for each item and/or destination; however, the Basis of Payment in Annex B provides only one costing table for the two locations specified. In addition, the Request for Proposal (RFP) later indicates in section 14.2 of the Statement of Work (SOW) that additional locations within Canada may be added at a later date. Given the inclusion of SACC Manual Clause C9000T, this Bidder respectfully asks if separate pricing should be developed for each delivery location.

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- a. No. The delivery location is for information purposes only. As the nature of the work is not affected by the location and travel will be reimbursed IAW TB Guidelines, separate pricing is not required or supported.
4. Please refer to Section 2.4 of the SOW on page 19, which indicates that to date, there have been two pilot serials delivered to Combat Training Centre (CTC) instructors and key senior staff. It is assumed that the Individual Training and Education (IT&E) process has been followed in the development of this requirement. As such, it is assumed that a needs assessment was completed, which led to the development of an initial Training Plan for the conduct of the pilot serials. This Bidder therefore respectfully asks if access will be provided to both the needs assessment and initial Training Plan.
- a. A needs assessment was not formally conducted nor was a training plan developed. The SOW reflects the intended outcomes and the topics that need to be covered. No further documentation will be provided.
5. Please refer to Section 3.1 of the SOW on page 20, which states that the objective is to obtain services to create and deliver multiple sessions of an IDP in interpersonal skills to CTC Instructors. Is there a DRAFT Qualification Standard or Training Plan that will be made available to Bidders?
- a. There is no Qualification Standard or Training Plan for this specific training nor will one be developed. Bidders must generate/create a program to achieve the objectives outlined in the SOW. This IDP is different than the similarly named courses delivered within the CAF.
6. Please refer to Section 4.1 of the SOW on page 20, which indicates that the contractor must create/modify an Instructor Development Plan (IDP) program and deliver multiple IDP sessions in either English, French or both as identified through a DND 626 Task Authorization. While this statement is understood, the task authorization (TA) process itself is not defined in the RFP. Specifically, there is no mention of how much notice the Contractor will be provided of an upcoming support requirement through the issuance of a draft TA. There is also no indication as to how much time the Contractor will be given to prepare an estimate in response to the draft TA. In addition, it is not clear if a TA will be released for each IDP session or whether multiple IDP sessions will be included on an individual TA. This Bidder therefore respectfully requests clarification on the TA process to be utilized in support of this requirement.
- a. Notice the Contractor will be provided of an upcoming support requirement: 60 days IAW SOW 6.3.2
- b. How much time the Contractor will be given to prepare an estimate in response to the draft TA: Estimates are not required for sessions as pricing is fixed and travel is reimbursed IAW TB Guidelines. For request for modification, 5 days business days will be given for the estimate. The SOW will be modified to reflect this change.
- c. If a TA will be released for each IDP session or whether multiple IDP sessions will be included on an individual TA: TAs could have one session or multiple, depending on scheduling, to avoid splitting. Sessions will not run simultaneously.

SOW Amendment:

6.2.2 The Contractor will be provided a list of requested modification in order to estimate the number of days required to make changes to the IDP. The estimate must be provided 5 business days from receipt of the list of modifications. A task authorization will be issued using the per diem rate stated in Annex "B" and the estimate provided.

7. Please refer to Section 5.1 of the SOW on page 20, which indicates that with the assistance of DND personnel, the Contractor must analyse, design, develop, modify, and conduct the IDP for CTC. This statement of requirement would appear to conflict with Section 2.4, which indicated that two pilot serials have already been delivered. If pilot serials were conducted, then a needs assessment should have already been conducted. If this assumption is incorrect, then it would appear that a training needs analysis should first be conducted before development work is initiated. However, the Basis of Payment in Annex B only includes pricing for IDP Sessions or Program Modification. This Bidder therefore respectfully requests clarification as to whether a full training needs analysis is to be built into the Unit Price Per Session or whether a separate pricing table is to be included for the development of a pilot IDP session.
 - a. Refer to answer 4.
 - b. Bidders must include as part of their proposal how they intend to meet the objectives of the SOW. Bidders are expected to capture all costs associated in developing this proposal in the pricing table already provided.
8. Please refer to Section 5.4 of the SOW on pp 20-21, which outlines the requirement for instruction followed by Contractor facilitated, simultaneous small group workshops for each interpersonal skill topic. While this Section outlines the requirement for group discussions, there is no indication as to the potential session loading in terms of rank and occupations of the participants. It is noted that Section 1.1 of the SOW indicates that the requirement is to enhance interpersonal skill development of CTC leadership and instructors. This would imply that IDP session participants could range in rank from master corporal to major, with a mix of ethnicity, culture, and gender. Given that the intent of the interactive discussion groups is to stimulate participation and leverage participant's experience, having such a broad range of rank levels amongst the IDP session participants may be counterproductive. This Bidder therefore respectfully requests clarification if grouping participants by rank or unit was a discussed during the conduct of the first two pilot serials and if any accommodations were made, e.g., conducting the sessions in civilian clothing or conducting the sessions by unit.
 - a. Sessions of IDP were conducted in civilian clothing and groups were mix of all trades and ranks to facilitate discussion.
9. Please refer to Section 5.4.1 of the SOW on page 20, which indicates that small group workshops are to be utilized. This Bidder therefore respectfully asks if suitable classroom/break out rooms be provided to the Contractor on DND Property?
 - a. The intent is to leverage DND property throughout that have adequate room for group and breakout rooms.
10. Please refer to Section 5.5 of the SOW on page 21, which indicates that the Contractor will, from time to time, be requested to adjust content and/or training delivery methods. This statement is consistent with the earlier statement in Section 2.4 that flexibility is paramount to the success of this programme to ensure that the course material is refined. However, it is not clear how observations or recommendations for courseware refinement will be captured or conveyed to the

Contractor. This Bidder therefore requests clarification as to who will be responsible for capturing participant observations and/or recommendations for courseware refinement and what form this activity will take, e.g., course critiques, post-course reports, etc.

- a. Feedback is captured by CTC through a number of surveys, validations and course critiques which are supported by and number of CAF units: CTC HQ, CDA, CPCC, MPGTG and the participants. CTC will conduct an after action review with the contractor after each session as required.
11. Please refer to Section 6.1 of the SOW on page 21, which stipulates that the Contract must attend a virtual coordination conference with CTC staff to discuss the details of the CTC IDP. It further stipulates that the meeting will include the review of the contractor developed training plan for CTC requested amendments. Section 8.1.1 later stipulates that within ten business days after the virtual coordination conference, the Contractor must provide an amended draft training plan for the IDP. These statements would imply that there is either an existing training plan for the IDP or that this development activity is not a cost-recoverable activity for the Contractor. This Bidder therefore respectfully requests clarification if there is an existing training plan for the IDP and if not if the development costs are recoverable on the part of the Contractor.
- a. There is no existing training plan for IDP. Bidders must include as part of their proposal how they intend to meet the objectives of the SOW which should include a draft training plan. Bidders are expected to capture all costs associated in developing this proposal in their bid.
12. Please refer to Section 6.3.2 of the SOW on page 24, which indicates that CTC will notify the Contractor 60 calendar days in advance of the forecasted session dates. This Bidder therefore respectfully requests confirmation that formal notification will be through the use of a TA.
- a. Yes.
13. Please refer to Section 6.3.3 of the SOW on page 24, which indicates that CTC reserves the right to cancel or postpone a scheduled session and that there will be no cost incurred or any penalty on the part of CTC. Given that Section 8.1.2 later stipulates that up to date soft copies of any necessary background reading material, handouts, workbooks, and worksheets are to be provided (in bilingual format) no later than two weeks prior to each IDP session, the Contractor will be incurring a cost as a result of a cancellation, which should be recoverable. This Bidder therefore respectfully requests that Section 6.3.3 be amended to reflect that the Contractor will be paid the cost of the session (as defined in the respective TA) should CTC cancel a serial in the two weeks prior to the scheduled session date.
- a. Should the contractor be notified of cancellation prior to the session start date, the Contractor will be entitled to be paid for costs that have been reasonably and properly incurred only. Justification for any charges applied will be required prior to payment. 6.3.3 of the SOW will be amended to reflect this change.

SOW Amendment:

6.3.3 There will be no cost incurred, or any contractual commitment of a minimum of expenditure, nor any penalty on the part of CTC in cases of course cancellation or postponement made 14 days prior to the intended session date. For course cancellations or postponements of 14 days or less of the intended session date, the Contractor will be entitled to be paid for costs that have been reasonably and properly incurred only. Justification for any charges applied will be required prior to payment.

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14. Please refer to Section 7.1.1 of the SOW on page 24, which states the Lead Facilitators requires resources must hold at minimum one (1) recognized credential from a provincially recognized body in the field of Interpersonal Skills Development. Will Canada provide an example of such a credential, or are there specific University Degrees or equivalent DND Training that would be accepted as a substitute?
- A general example of interpersonal skills development would be based on communication skill (verbal and non-verbal), organizational theory design or an equivalent degree that is related to improving soft skills and empowering a team dynamic.
 - At this time no DND training will be accepted as a substitute.
15. Please refer to Section 7.1.2 of the SOW on page 24, which states the Assistant Facilitators requires individuals should hold a minimum (1) recognized credential from a provincially recognized body in the field of Interpersonal Skills Development. Will Canada provide an example of such a credential, or are there specific University Degrees or equivalent DND Training that would be accepted as a substitute?
- A general example of interpersonal skills development would be based on communication skill (verbal and non-verbal), organizational theory design or an equivalent degree that is related to improving soft skills and empowering a team dynamic.
 - At this time no DND training will be accepted as a substitute.
16. Please refer to Section 9.3 on page 25, which stipulates that the Contractor must give DND the permission to offer the courseware through the internal DLN. However, given that Section 3.2010B – General Conditions – Professional Services (Medium Complexity) was referenced, Canada owns the copyright to anything developed under this requirement. It is therefore not clear why this statement was included or the perceived benefit of uploading to the DLN courseware that is reliant on small-group discussions to leverage participant experiences. Ignoring this concern, this Bidder respectfully requests confirmation that the Contractor will not be expected to convert the IDP courseware into a suitable format for uploading to the DLN or to facilitate the delivery by distance learning.
- The use of DLN was intended to support the dissemination of course material or documentation that would be required as part of a pre-read package if the contractor's training program had this as part of their delivery.
 - There is no intent at this time to deliver this course via distance learning, less the aforementioned reason. The contractor will not be expected to convert the IDP courseware into a suitable format for uploading to the DLN or to facilitate the delivery by distance learning.
17. Please refer to Section 10.1 of the SOW on page 25, which stipulates that CTC will provide a flat screen projection monitor for display purposes; however, the Contractor must provide their own technology resources for connection to the projection screen. In addition, there is no Wi-Fi available at either training venue. Given these limitations, this Bidder respectfully requests clarification if the IDP participants will have their own access to the departmental intranet and print services in order to make use of relevant online tools such as an emotional intelligence self-assessment.
- During the conduct or delivery of the IDP session participants will not have direct access to their departmental intranet or print services. To satisfy these requirements participants must be provided material ahead of time to print or to utilize online tools such as an emotional intelligence self-assessment.

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18. Please refer to the point-rated (PR) criteria on page 31 of Annex C – Technical Evaluation. Each of the PR criteria are based on the evaluation of an IDP Training Plan submitted as part of the Technical Bid. The evaluation is based on an assessment of whether the IDP Training Plan meets the elements described in Section 5 of the SOW. However, the elements in Section 5 are a list of topics without any background on the needs assessment that led to the selection of these topics or their importance to the development of the programme. The Bidder therefore respectfully asks if access will be provided to both the needs assessment and initial Training Plan used to conduct the two pilot serials.
- a. There is no formal needs assessment or training plan. The need was identified based on the Commanders intent to bring awareness to instructors and leaders to improve the environment in which students learn. The current model outlines the 'how' and 'what' to instruct but did not provide an understanding of the environment which student learning is improved as well as focusing attention on the instructors own abilities and associated dynamics that can arise during course delivery. A number of cultural change issues currently identified as a wider CAF effort also contributed to this need.
 - b. The training plan used by the previous contractor is owned by that contractor and therefore cannot be provided to bidders for intellectual property ownership reasons.

By submission of its bid, the Bidder confirms that it has read and understands the requirements expressed in all amendments and has included all costs of these requirements in the Total Bid Amount.
ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.
