



National Defence

Défense nationale

National Defence Headquarters
Ottawa, Ontario
K1A 0K2

Quartier général de la Défense nationale
Ottawa (Ontario)
K1A 0K2

SOLICITATION AMENDMENT / MODIFICATION DE L'INVITATION

RETURN BIDS TO / RETOURNER LES SOUMISSIONS À:

Director Services Contracting 3 (D Svcs C 3) /
Direction des contrats de service 3 (DC Svc 3)
Attention: Binh Duong
By e-mail to / Par courriel :
binh.duong@forces.gc.ca

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

<p>Solicitation Closes / L'invitation prend fin:</p> <p>At / à:</p> <p>02:00 PM Eastern Standard Time (EST)</p> <p>On / le:</p> <p>06 February 2024</p>
--

Title / Titre First Aid Program	
Solicitation No. / N° de l'invitation W6369-23-A012	Amendment No. / N° de la modification 003
Date of Amendment / Date de la modification 18 January 2024	
Address Enquiries to / Adresser toutes questions à: Att: Binh Duong Department of National Defence Director Services Contracting (D Svcs C) 3 101 Colonel By Drive Ottawa ON K1A 0K2 Email: binh.duong@forces.gc.ca	
Telephone No. / N° de téléphone	FAX No. / N° de fax
Destination See herein.	

Instructions: Municipal taxes are not applicable. Unless otherwise specified herein all prices quoted must include all applicable Canadian customs duties, GST/HST, excise taxes and are to be delivered Delivery Duty Paid including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax/Harmonized Sales Tax is to be shown as a separate item.

Instructions : Les taxes municipales ne s'appliquent pas. Sauf indication contraire, les prix indiqués doivent comprendre les droits de douane canadiens, la TPS/TVH et la taxe d'accise. Les biens doivent être livrés « rendu droits acquittés », tous frais de livraison compris, à la ou aux destinations indiquées. Le montant de la taxe sur les produits et services/taxe de vente harmonisée doit être indiqué séparément.

Delivery Required / Livraison exigée	Delivery Offered / Livraison proposée
Vendor Name and Address / Raison sociale et adresse du fournisseur	
Name and title of person authorized to sign on behalf of vendor (type or print) / Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'imprimerie)	
Name – Nom _____	Title – Titre _____
Signature _____	Date _____



AMENDMENT 002 TO SOLICITATION NUMBER W6369-23-A012 IS RAISED TO:

1. Provide clarification and answers to questions from potential suppliers: and
2. Update Attachment 1 to Part 4 – Evaluation Criteria – R1 and Maximum points available.

QUESTIONS AND ANSWERS:

Question 25	RFP Page Number 53, Article Number 5.5.5.1 Transition of instructional personal will require guidance on new systems, tools, and administration processes. A self-directed, digital orientation can be provided to facilitate this. Where should the bidder propose this support in the RFP. The Bidder proposed to focus the transition training solely on training knowledge and skills. And would support access to the systems orientation before, during or after transition training to maximize flexibility.
Answer 25	RFP Page Number 52 and 57, Article Number 5.5.1, 5.5.3 and 10.2ii This administrative digital orientation can be included in the Transition Training plan which will be discussed at the start up meeting.
Question 26	RFP Page Number 14, Pricing Schedule (B) The RFP states that the numbers below (40,000) is for bid evaluation purposes only and not to be considered a contractual guarantee. The bidder would like to request training numbers for each of the last 84-months.
Answer 26	DND/CAF deliver FA training to approximate 30,000 to 40,000 students per year.
Question 27	RFP Page Number 48, Annex A:1.1.3 What is the learner profile for Canadian Cadet and Junior Ranger Organizations? Would they be first time learners or repeat first aid learners?
Answer 27	Both organizations are under the age of 18 years old. Some of them are first time learners while others are repeat first aid learners.
Question 28	RFP Page Number 48, Annex A:1.1.3 Can DND clarify what is required when it states at they mean by competencies and written recognition? Does this mean that DND requires the chapters, or learning objectives listed certificates? Or can the learning objectives be shown in a LMS? or does the Instructor have to mark each 'competency'?
Answer 28	Competency of the FA course is the chapters or lessons taught. Chapters or lessons taught is not required on the student certificate as the instructor will include chapters/lessons taught in the LMS.
Question 29	RFP Page Number 49, Annex A: 3.1 If CSA moves to a 2-year certification window, what will the provision be in the contract to accommodate the new CSA national standard?
Answer 29	DND/CAF will follow new guidelines of the CSA national standard.
Question 30	RFP Page Number 50, Annex A: 3.3.2 Which overseas locations are included?
Answer 30	Overseas location are Germany and Belgium. Training is delivered when required by DND/CAF FA instructor/FA instructor trainers.



Question 31	RFP Page Number 53, Article Number 5.5.6 It is stated the DND requests a 7.5 hour day between 0800 and 1600 hours for training, this is an 8 hour day and would allow for 30-minute lunch and no other breaks. Can DND confirm this is the schedule requested?
Answer 31	Yes.
Question 32	RFP Page Number 56, Annex A: 7.1.1.ii Self print for all course materials is required per the RFP, please clarify who will need the ability to self print - administrators or instructors?
Answer 32	Instructors/instructor trainers/MIT/SIT and the TA require the ability to print course materials.
Question 33	RFP Page Number 57, Annex A: 9.1.ii Please clarify what kind of access instructors require - do they require access to completion certificates if learners have access to their own personal certificates?
Answer 33	Instructors/instructor trainers/MIT/SIT and the TA require the ability to print course materials. Even if learners have access to their own personnel certificates, the instructors still require access of completion certificates.
Question 34	RFP Page Number 61, Annex A: 14.1 What is the difference between 'Process Certificates' and 'Produce Certificates'? The following is listed in the RFP: Process Certificates (Ref: 5.5.15) Produce all DND and CAF certificates (Ref: 9.1.vi) Process Instructor certificates (Ref. 9.1.vi)
Answer 34	No difference, both are the same.
Question 35	RFP Page Number 63, Appendix 2 of Annex A Locations that have less than 4 learners, can these learners travel to another location to benefit from learning in a group environment?
Answer 35	Possibly.
Question 36	RFP Page Number 63, Appendix 2 of Annex A How many First Aid Instructors are also Basic Life Support Instructors??
Answer 36	All SFA/CPR/AED instructors and instructor trainers are BLS instructors.
Question 37	What LMS is DND currently using?
Answer 37	DND/CAF LMS is Monitor Mass. A learning management system exclusive to DND/CAF.
Question 38	RFP Page Number 31, R1 A report with training of 84 months will be an extremely large file. We are requesting that the size of training reports cover at maximum 60 months. A report longer than 60 months will also contradict our data retention policy where certification data is not kept



National Defence

Défense nationale

National Defence Headquarters
Ottawa, Ontario
K1A 0K2

Quartier général de la Défense nationale
Ottawa (Ontario)
K1A 0K2

	beyond 60 months to ensure we are not holding on to any personal information for longer than reasonable on our database.
Answer 38	R1 amended as per below.

SOLICITATION NUMBER W6369-23-A012 IS HEREBY AMENDED AS FOLLOWS:

5. **DELETE** Attachment 1 to Part 4 – Evaluation Criteria R1 and Maximum Points Available in its entirety, and **REPLACE** with the following:

#	POINT RATED TECHNICAL CRITERIA	SCORING GUIDELINES	MAX SCORE	BIDDER SUBSTANTIATION (INCLUDES LOCATION WITHIN PROPOSAL; TITLE, PAGE, ETC.)
Corporate Experience				
R1	The Bidder should demonstrate how many months of experience they have as a First Aid or an equivalent Training Institution. In order to score points, the Bidder must provide a table or spreadsheet which provides history for sixty (60) months or more of the bidder's corporate experience in the delivery of FA training.	Months of experience 0-11 months = 0 points 12 - 47 months = 100 points 48-59 months = 150 points 60 months or more = 200 points	200 points	
MAXIMUM POINTS AVAILABLE:			2100 points	

ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.