



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

Bid Receiving/Réception des soumissions

E_Pacific_bids@rcmp-grc.gc.ca

**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

LE PRÉSENT DOCUMENT COMPORTE
UNE EXIGENCE EN MATIÈRE DE
SÉCURITÉ

Title – Sujet Internet for Investigators Course		Date 2024/04/23
Solicitation No. – N° de l'invitation 202403078/A		Amendment No. – N° de la modification 02
Client Reference No. - No. De Référence du Client M2989-3-0294		
Solicitation Closes – L'invitation prend fin		
At /à :	2 :00PM	PDT
On / le :	2024/04/30	
F.O.B. – F.A.B	GST – TPS	Duty – Droits
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 Alice.weng@rcmp-grc.gc.ca		
Telephone No. – No. de téléphone		Facsimile No. – No. de télécopieur

Delivery Required – Livraison exigée	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; and
- To revise the solicitation accordingly, as applicable.

QUESTIONS AND ANSWERS

Question 1: Does Annex D (Non-Disclosure) need to be submitted with the bid?

Answer 1: Annex D - Agreement of Non-Disclosure and Confidentiality does not need to be included in the bid submission. A winning bidder will complete it before a contract is awarded.

Question 2: It is our understanding that the RCMP requires the provision of ten courses per year (approximately 24 candidates for each course). The requirements mention the instruction and delivery for approximately five days and 35 hours per course. Could you please clarify if it refers to five days or/equivalent to 35 hours per course?

Answer 2: The course needs to be delivered between 8am and 4pm Monday to Friday for scheduling purposes. Days should not exceed 8 hours and the total length of instruction should be around 35 hours.

Question 3: The Annex "B" Basis Of Payment includes the price for five-days in-person and five- days online per year. Could you please confirm why it is required to calculate 10 days per year in this Annex if it is not equivalent to one course (5 days) or ten courses per year (50 days)?

Answer 3: Annex B calculation is **not** for a total of 10 days per year. This should be a total of 10 courses per year (50 days). The unit price proposed is for each course. The quantity 5 is for five courses. It is an estimated quantity for evaluation purposes only and does not constitute a guarantee or commitment on behalf of Canada.

Question 4: The 10 hours mentioned in Annex B are divided into 5 hours online and 5 hours in-person. Does it mean that the course is expected to be delivered half in person and half online? Or it is expected that the same course will have two versions, one in-person and one online.

Answer 4: in the Annex B calculation, it is not 10 hours to be divided into 5 hours online and 5 hours in-person. We expect to have half the courses delivered in person and half online. It should be estimated 5 courses online (25days) and 5 courses in-person (25 days).

Question 5: Please clarify if the quantity mentioned in Annex B (Row: "Time Required to update course material" and Columns: A,D,G,J, M) refers to 5 hours per year to update course material.

Answer 5: The five hours in Annex B is for evaluation purpose only. RCMP will pay the actual time required to update course material.

Question 6: In reference to the Integrity Provisions (5.1.1) of the Solicitation No 202403078/A, must every respondent include an Integrity Verification Form with instructor names, or is this only for those that have a criminal conviction?

Answer 6: The integrity Provision Form under Part 5 is not required for the bid submission. Please refer to the solicitation revision section below. A winning bidder will complete the integrity verification form before a contract is awarded.

Question 7: Regarding Solicitation No. 202403078/A, in reference to the Security Requirements Checklist, is this something that needs to be completed and included in the bid, or is this completed later?

Answer 7: Personnel security clearance is not required at bid closing date. However, the winning bidder's personnel must be cleared to the RCMP clearance level indicated in the SRCL prior to delivery of courses.



SOLICITATION REVISIONS

1) Part 3 – Bid Preparation Instructions from page 8 to page 10

DELETE:

Whole section of Part 3 – Bid Preparation Instructions

INSERT:

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that the Bidder submit their complete email bid in separately saved and attached sections as follows:

Section I: Technical Bid (one soft copy in PDF format)

Section II: Financial Bid (one soft copy in PDF format)

Important Note:

For bids transmitted by email, Canada will not be responsible for any failure attributable to the transmission or receipt of the bid including, but not limited to, the following:

- a. receipt of garbled or incomplete bid;
- b. delay in transmission or receipt of the bid to the E_Pacific_bids@rcmp-grc.gc.ca email inbox (the date & time on the email received by the Contracting Authority is considered the date & time of receipt of the bid submission);
- c. availability or condition of the receiving equipment;
- d. incompatibility between the sending and receiving equipment;
- e. failure of the Bidder to properly identify the bid;
- f. illegibility of the bid; or
- g. security of bid data.

A bid transmitted electronically constitutes the formal bid of the Bidder and must be submitted in accordance with Section 05 of [2003](#) (2023-06-08) Standard Instructions - Goods or Services - Competitive Requirements.



The RCMP has restrictions on incoming e-mail messages. The maximum e-mail message size including all file attachments must not exceed 5MB. Zip files or links to bid documents will not be accepted. Incoming e-mail messages exceeding the maximum file size and/or containing zip file attachments will be blocked from entering the RCMP e-mail system. A bid transmitted by e-mail that gets blocked by the RCMP e-mail system will be considered not received. It is the responsibility of the Bidder to ensure receipt.

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

Canada requests that Bidders follow the format instructions described below in the preparation of their bid:

- a. use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, Bidders should:

1. Include all environmental certification(s) relevant to your organization (e.g. ISO 14001, Leadership in Energy and Environmental Design (LEED), Carbon Disclosure Project, etc.)
2. Include all environmental certification(s) or Environmental Product Declaration(s) (EPD) specific to your product/service (e.g. Forest Stewardship Council (FSC), ENERGYSTAR, etc.)
3. Unless otherwise noted, Bidders are encouraged to submit bids electronically. If hard copies are required, Bidders should:
 - a. use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
 - b. use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid



In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Financial Bid

3.1.1 Bidders must submit their financial bid in accordance with the Basis of Payment in Annex B.

3.1.2 Exchange Rate Fluctuation
[C3011T \(2013-11-06\), Exchange Rate Fluctuation](#)

All other terms and conditions remain unchanged.