



Amendment No. 1

Request for Standing Offer (RFSO)

Professional Media Spokesperson Training Services for Indigenous Services Canada (ISC)
and Crown-Indigenous Relations and Northern Affairs Canada (CIRNAC).

Solicitation No.: 100250697

Date: September 1, 2023

The RFSO is amended as follows:

1. SOLICITATION CLOSES ON

Delete: September 6, 2023 at 2:00 p.m. Eastern Daylight Time

Insert: September 15, 2023 at 2:00 p.m. Eastern Daylight Time

2. ATTACHMENT 1 TO PART 3, PRICING SCHEDULE

Delete in its entirety:

Insert:

Offerors must complete this pricing schedule for Table A and B and include it in its financial bid. The financial evaluation will be based on the total sum of firm hourly rates for the Initial Period, including Option Year 1 and 2. All prices must be in Canadian Dollars (CAD) and must not include applicable taxes.

Table A - Firm Hourly Rates per Media Spokesperson Training

Standard Work as per section SW12 of the Statement of Work

Media Spokesperson Training	<u>Initial Period</u> Standing Offer Award Date to March 31, 2025 Firm Hourly Rates (CAD\$) A	<u>Option Year 1</u> April 1, 2025 to March 31, 2026 Firm Hourly Rates (CAD\$) B	<u>Option Year 2</u> April 1, 2026 to March 31, 2027 Firm Hourly Rates (CAD\$) C	Averaged Firm Hourly Rates $D = (A + B + C)/6$ D
1. Group Training for a maximum of 5 participants on Theory and Practical (3 hours session). Method of delivery: 1.1 Virtual: 1.2 On-site (classroom style):	\$ _____ \$ _____	\$ _____ \$ _____	\$ _____ \$ _____	
2. Individual (one-one-one) Training for 1 participant on Theory and Practical (3 hours session). Method of delivery: 2.1 Virtual: 2.2 On-site (classroom style):	\$ _____ \$ _____	\$ _____ \$ _____	\$ _____ \$ _____	
3. Update/Refresher Training on Theory and Practical (1 hour session) for one (1) participant. Method of delivery: 3.1 Virtual: 3.2 On-site (classroom style):	\$ _____ \$ _____	\$ _____ \$ _____	\$ _____ \$ _____	
<p align="center">Table A - Total averaged of all firm hourly rates D = (1 + 2 + 3)</p>				

Table B - Firm Hourly Rates per Media Spokesperson Training

Evening Work, Weekend and Statutory Holiday as per section SW12 of the Statement of Work

Media Spokesperson Training	<u>Initial Period</u>	<u>Option Year 1</u>	<u>Option Year 2</u>	Averaged Firm Hourly Rates D = (A + B + C)/6
	Standing Offer Award Date to March 31, 2025	April 1, 2025 to March 31, 2026	April 1, 2026 to March 31, 2027	
	Firm Hourly Rates (CAD\$)	Firm Hourly Rates (CAD\$)	Firm Hourly Rates (CAD\$)	
	A	B	C	D
1. Group Training for a maximum of 5 participants on Theory and Practical (3 hours session). Method of delivery: 1.1 Virtual: 1.2 On-site (classroom style):	\$ _____ \$ _____	\$ _____ \$ _____	\$ _____ \$ _____	
2. Individual (one-one-one) Training for 1 participant on Theory and Practical (3 hours session). Method of delivery: 2.1 Virtual: 2.2 On-site (classroom style):	\$ _____ \$ _____	\$ _____ \$ _____	\$ _____ \$ _____	
3. Update/Refresher Training on Theory and Practical (1 hour session) for one (1) participant. Method of delivery: 3.1 Virtual: 3.2 On-site (classroom style):	\$ _____ \$ _____	\$ _____ \$ _____	\$ _____ \$ _____	
Table B - Total averaged of all firm hourly rates D = (1 + 2 + 3)				

TOTAL AVERAGE OF ALL FIRM HOURLY RATES = (Table A + Table B) /2	
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3. PART 4 - ATTACHMENT 2 TO PART 4, TECHNICAL CRITERIA

Mandatory Technical Criteria MT2

Delete in its entirety.

Insert:

Number	Mandatory Technical Criteria (MT)	Bidder's Cross Reference Page to Proposal	Met Yes/No
MT2	<p>Bidder's Experience - Project Summaries and References</p> <p>The Bidder must have a minimum of 10 projects, in the last 84 months, by the closing date of this Request for Standing Offers (RFSO). These projects must demonstrate customized content and delivery of multiple media spokesperson training sessions, in English and in French for Government Departments, Agencies, Provincial, Territorial or Municipal.</p> <p>1. To demonstrate this experience, the Bidder must provide a list of 10 projects, the list must include the following information for each project:</p> <ul style="list-style-type: none"> a) Name of client organization; b) Client reference contact information from that organization, name, title, telephone number and email address; and c) Duration start and end date, in the following format (Month/Year to Month/Year). <p>2. The Bidder must provide three (3) written project summaries. Each project summary must include all of the following information:</p> <ul style="list-style-type: none"> a) Name of client organization; b) Client reference contact information from that organization, name, title, telephone number and email address; c) Brief description of the project including: d) the nature and the objectives; e) format in which they were delivered (group training, one-on-one; on site or virtually); f) number of training session(s) provided, including the language in which they were delivered; g) number of resource(s) involved on the project, their roles, responsibilities and their language capabilities; h) target audience (i.e. Director, Director General, Assistant Deputy Minister etc.); and i) duration start and end date, in the following format (Month/Year to Month/Year). 		

	<p><i>ISC reserves the right to contact the named client reference to verify the accuracy and veracity of the information provided in the Bidder's Proposal. Should ISC choose to contact the Client reference and should one (1) or more named client provide a negative reference regarding the accuracy or veracity of the Offeror's Proposal, the Proposal will be deemed noncompliant and given no further consideration.</i></p>		
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Mandatory Technical Criteria MT3

Delete in its entirety.

Insert:

Number	Mandatory Technical Criteria (MT)	Bidder's Cross Reference Page to Proposal	Met Yes/No
MT3	<p>Proposed Resources</p> <p>1. The Bidder's proposed resources must each have a minimum of 48 months experience developing and delivering spokesperson media training. To demonstrate experience, the Bidder must provide the following details for each proposed resource:</p> <ul style="list-style-type: none"> a) Resource Name; b) Language Capabilities; c) Security Clearance Information (Name as it appears on security clearance application form, level of security clearance obtained, validity period of security clearance obtained, Security Screening Certificate and Briefing Form File Number) d) Education and Certification(s); e) Professional work experience which includes: <ul style="list-style-type: none"> i. Name of Client Organization; ii. Duration start and end dates in the following format (Year/Month to Year/Month); iii. Summary of the services provided; iv. Language in which the services were provided; and v. Format in which the training was delivered (on site or virtually; one-on-one training or group training). <p>2. At a minimum, the Bidder must propose either 1 resource or 2 resources as follows:</p> <ul style="list-style-type: none"> a) One (1) resource who can provide bilingual* services (English and French); OR b) One (1) resource who can provide English* services AND one (1) resource who can provide French* services. <p>*All proposed resources must be capable of providing the services at the advanced level for Oral Communication, Comprehension and Written</p>		

	<p>Communication. Refer to the Language Proficiency Grid herein attached at Annex A under section SW10 - Language of Work.</p> <p>The Bidder may submit additional resources beyond the number identified above under a) or b) to maximum of 4 resources. The Bidder must include a section entitled 'Additional Resources'.</p>		
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4. ANNEX "A" STATEMENT OF WORK, UNDER SW6 - TASKS/TECHNICAL SPECIFICATIONS

At section 6.1.2

Delete:

- d) Delivering individual (one-one-one) and group training sessions, using one of the following methods of delivery: ***virtually (online) or in-person (classroom style)*;**

= Training cannot be delivered using a combination of both methods of delivery

Insert:

- d) Delivering individual (one-one-one) and group training sessions, using one of the following methods of delivery: ***virtually (online) or in-person (classroom style)*;**

= Training must be delivered live/synchronously and cannot be delivered using a combination of both methods of delivery