

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
 Veterans Affairs Canada
 Procurement & Contracting –
 Attn: Sine MacAdam
sine.macadam@veterans.gc.ca

AMENDMENT - REQUEST FOR PROPOSAL

MODIFICATION - DEMANDE DE PROPOSITION

Proposal To: Veterans Affairs Canada

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 or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out thereof.

Proposition aux: Anciens Combattants Canada

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

Instructions: See Herein
Instructions : Voir aux présentes

Comments - Commentaires

This requirement contains a security requirement

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

Issuing Office – Bureau de distribution
 Veterans Affairs Canada
 Procurement & Contracting

Title – Sujet Online Training Program Development	
Solicitation No. – N° de l'invitation 3000743522	Date 2023-04-26
AMENDMENT 006	
GETS Reference No. – N° de reference de SEAG -	
File No. – N° de dossier	CCC No. / N° CCC - FMS No. / N° VME
Solicitation Closes – L'invitation prend fin at – à 3:00 PM on – le 2023-05-02	Time Zone Fuseau horaire HAE EDT
F.O.B. - F.A.B. <i>Plant-Usine:</i> <input type="checkbox"/> <i>Destination:</i> <input type="checkbox"/> <i>Other-Autre:</i> <input type="checkbox"/>	
Address Inquiries to : - Adresser toutes questions à: Sine MacAdam	Buyer Id – Id de l'acheteur
Telephone No. – N° de téléphone : (902) 626-5288	FAX No. – N° de FAX N/A
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction : See Herein	

Delivery required - Livraison exigée See Herein	Delivered Offered – Livraison proposée
Vendor/firm Name and address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Facsimile No. – N° de télécopieur Telephone No. – N° de téléphone	
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

Amendment 006

Title: Online Training Program Development

1. This solicitation is hereby amended to respond to the following questions:

Question 27

Can you please confirm if the work location for this requirement is Remote?

Answer 27

Yes, the work location is Remote. Meetings will occur within VRAB's regular business hours (8:30am-4:30pm Atlantic)

Question 28

For the language requirement, can you please confirm if the resource must be Unilingual English or Bilingual?

Answer 28

The resource must be English or Bilingual. All interaction the Contractor will have with VRAB will be in English.

2. This solicitation is hereby amended as follows:

DELETE:

ATTACHMENT 1 TO PART 4, TECHNICAL AND FINANCIAL CRITERIA

INSERT:

ATTACHMENT 1 TO PART 4, TECHNICAL AND FINANCIAL CRITERIA

The Bidder must provide the necessary documentation to support compliance with these requirements.

- a. The Bidder is advised that only listing experience without providing any supporting data to describe where and how such experience was obtained will not constitute "demonstrated" for the purpose of the evaluation.
- b. The Bidder must clearly demonstrate in the proposal how the experience was gained or knowledge was attained, supported by résumés and any necessary supporting documentation.
- c. The Bidder must provide complete details as to where, when and how (through which activities/responsibilities) the stated qualifications/experience were obtained. In order to demonstrate when experience was obtained, the bidder must indicate the duration of such experience, specifying the start and end dates (month and year at a minimum). For experience requirements where a minimum duration of time is required to be demonstrated (e.g. "*must have a minimum of eight (8) cumulative years of audit experience...*"), in the case where the timelines of two or more projects or experience overlap, the duration of time common to each project/experience will not be counted more than once.
- d. It is recommended that the Bidder include a grid in their proposals, cross-referencing statements of compliance with the supporting data and résumé evidence contained in their proposals. Note: the

compliance grid, by and of itself, DOES NOT constitute demonstrated evidence. As stated in b. above, the résumés and supporting documentation will be accepted as evidence.

Bidders should provide any required references in the Technical Proposal of their bid.

The references provided by the Bidders are subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to validate the references before award of a contract. The bid will be declared non-responsive if any references given by the Bidder are untrue, whether made knowingly or unknowingly. Failure to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

For Mandatory Technical Criteria and Point Rated Technical Criteria listed below requiring/requesting Project Summaries, the Bidder must/should provide:

- Name and description of client organization;
- Name, phone, email of client ;
- Scope, objective, size in dollars and resources, project timeframe (from-to dates month/year);
- Outcomes of the project; and/or
- Description of the Consultant roles and responsibilities of the organization or resource, as applicable.

1.1 Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

Number	Mandatory Technical Criteria	Met / Not Met	Cross Reference to Proposal
MT1	The Bidder must submit detailed CVs for each of the proposed resources, demonstrating that they meet the minimum mandatory requirements (education and work experience) for each applicable resource category as described in Annex A, Statement of Work, Provider Qualifications - Section 4		
MT2	The Bidder must have at least 7 years of experience working with learning content providers to develop e-learning courses.		
MT3	The Bidder must have significant (i.e., depth and breadth of at least one long-term (one year) initiative and recent (within the last 2 years) experience providing e-learning services.		
MT4	The Bidder must have recent (within the last 2 years) experience supporting the full online learning development needs of an organization to train staff to build cases, gather pertinent evidence and/or process compensation or disability services and benefits.		
MT5	The Bidder must have at least 6 months experience in designing, developing, and		

	implementing a single e-learning program to be used on the Moodle platform.		
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1.2 Point Rated Technical Criteria

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below.

Bidders should ensure that the rated requirements are addressed in sufficient depth yet concisely to enable a thorough assessment. Bids which fail to obtain the required minimum number of points overall in the point rating will be declared non-responsive. Each point rated technical criterion should be addressed separately.

Number	Point Rated Technical Criteria	Points
RT1	For each additional long-term (one year) initiative providing e-learning services, and each year of experience that exceeds the Bidder's mandatory 2 years of recent experience providing e-learning services (MT3), the Bidder will be awarded 1 point per initiative, and 1 point per year, up to a maximum of 2 points.	____/2
RT2	For each year of experience that exceeds the Bidder's mandatory 2 years of experience supporting the full online learning development needs of more than one organization to train staff to build cases, gather pertinent evidence and/or process compensation or disability services and benefits, (MT4), the Bidder will be awarded 1 point per year, up to a maximum of 2 points.	____/2
RT3	For each additional e-learning program that meets the requirement of MT5, the Bidder will be awarded 1 point per e-learning program, up to a maximum of 2 points. Example: e-Learning Program #1 (duration 6 months) = MT3, e-Learning Program #2 (duration 10 months) = RT3 – 1 point, e-Learning Program #3 (duration 6 months) = RT3 – 1 point.	____/2
RT4	The Bidder should demonstrate that they have current employees who are *Veterans working within their organization. *For the purposes of the rated requirement – Veteran is defined as any former member of the Canadian Armed Forces, who successfully underwent basic training and is honourably released. For further clarification please visit: https://www.veterans.gc.ca/eng/about-vac/what-we-do/mandate#definition No resources who are Veterans = 0 points 1 or more resources who are Veterans = 2 points	____/2
RT5	The Bidder should demonstrate that the organization, or one of their proposed resources, has experience working on an initiative for an accessibility solution to assist individuals with a disability or to remove/reduce barriers. THE ACCESSIBLE CANADA ACT DEFINES: Disability: As any impairment, including a physical, mental, intellectual, cognitive, learning, communication or sensory impairment — or a functional limitation — whether permanent, temporary or episodic in nature, or evident or not, that, in interaction with a barrier, hinders a person's full and equal participation in society.	____/2

	<p>Barrier: As including anything physical, architectural, technological or attitudinal, anything that is based on information or communications or anything that is the result of a policy or a practice, that hinders the full and equal participation in society of persons with an impairment, including a physical, mental, intellectual, cognitive, learning, communication or sensory impairment or a functional limitation.</p> <p>No experience working on an initiative for an accessibility solution = 0 points Experience working on an initiative for an accessibility solution = 2 points</p>	
Minimum Point		3/10

If your bid has already been forwarded and you wish to revise it, please advise the Contracting Authority.

All other terms and conditions of the solicitation document remain unchanged.

All enquiries concerning this amendment are to be forwarded to:

Name: Sine MacAdam
Email: sine.macadam@veterans.gc.ca