

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving - PWGSC / Réception des soumissions -**  
**TPSGC**  
**Place du Portage, Phase III**  
**Core 0A1/Noyau 0A1**  
**11 Laurier St./11, rue Laurier**  
**Gatineau**  
**Québec**  
**K1A 0S5**  
**Bid Fax: (819) 997-9776**

**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**  
Miscellaneous Special Projects Division (XN)/Division  
des projets spéciaux divers (XN)  
Canadian Building  
219 Laurier Ave. West, 13th Floor  
Room 13077  
Ottawa  
Ontario  
K1A 0S5

<b>Title - Sujet</b> TBIPS - STS TECHNICAL SUPPORT		
<b>Solicitation No. - N° de l'invitation</b> EN578-131966/A		<b>Amendment No. - N° modif.</b> 004
<b>Client Reference No. - N° de référence du client</b> 20131966		<b>Date</b> 2012-11-08
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$XN-107-25031		
<b>File No. - N° de dossier</b> 107xn.EN578-131966	<b>CCC No./N° CCC - FMS No./N° VME</b>	
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2012-11-15</b>		<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>		
<b>Address Enquiries to: - Adresser toutes questions à:</b> Fulton, Lorna		<b>Buyer Id - Id de l'acheteur</b> 107xn
<b>Telephone No. - N° de téléphone</b> (613) 952-0387 ( )		<b>FAX No. - N° de FAX</b> (613) 952-0434
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>		

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Delivery Required - Livraison exigée</b>	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

**THE SOLICITATION AMENDMENT No. 004 IS RAISED TO ANSWER QUESTIONS FROM THE INDUSTRY.**

**QUESTIONS AND ANSWERS**

**Question # 011**

**Reference:**

Request For Proposal (RFP)

**Question # 011:**

a) Could the Crown kindly clarify that there is currently, nor has there recently been, any contractor or contractors delivering to services similar to or identical to those being solicited within this RFP? If indeed there is a contractor or contractors delivering to - or having recently delivered to - services similar or identical to those solicited, could the Crown kindly indicate the value of the contracts in question and who is the contractor of record?

b) Additionally, given the complexity of procuring several of the resources sought herein, in order to ensure a more competitive and transparent solicitation result, we would respectfully suggest that the Crown extend the closing date of this solicitation by at least two(2) weeks.

**Answer # 011:**

a) As described in Section 1.3 Description of Requirement of the RFP document, the solicited services are mainly for the support of transition-out and transition-in process and implementation/business transformation to the next generation travel services followed by the day-to-day operational support to the current travel services and the management of current travel services contract. As a result, this is a new requirement for the Shared Travel Services Program (STS).

b) Canada does not contemplate any extension to the RFP posting period.

**Question # 012**

**Reference:**

Request For Proposal (RFP)

**Question # 012:**

Could you please confirm if all proposed resources are expected to be bid in one proposal? For example, if a company was bidding on 10 of the 12 resources, would they submit only one proposal for all 10 resources? Or would there be a separate proposal submitted for each of the proposed resources (as long as they were all for different roles)? We ask because a proposal for 12 resources at 240 days each would most likely exceed the TBIPS Tier One dollar limit.

**Answer # 012:**

Bidders can submit one proposal including responses to multiple solicited resources in different levels and categories. For each solicited resource category and level, a bidder must submit only one proposed resource (single bid) to response. In addition, each bid per category and level will be evaluated individually and the winning bid on solicited resource in each category and level will be awarded individual contract respectively. There will be 12 individual resulting contracts against this solicitation.

### Question # 013

**Reference:**

Request For Proposal (RFP)

**Question # 013:**

Where is the location of work for the contracts?

**Answer # 013:**

Please refer to the Notice of Proposed Procurement (NPP) posted on MERX for this requirement. Under Details on Line 3, it states Region of Delivery: National Capital Region.

### Question # 014

**Reference:**

Attachment 4.1: Evaluation Criteria for the Proposed Resource(s) - Mandatory and Rated Requirements

**Question # 014:**

Would the Project Authority please consider reducing the number of points on each of the rated requirements listed above to half of the current maximum values, in the interest of conducting a fair and equitable solicitation that provides best value to the Crown?

**Answer # 014:**

Canada has considered thoroughly the openness and fairness of the procurement process and incorporated the best possible scoring scheme into this solicitation. Travel Management experience in both Federal Government and private sector will be rated and assigned points considering the knowledge and skill sets required for the requirement. In order to ensure the integrity of the process, the maximum weight on "travel management expertise" is either less than or close to 30% of total points assigned. That being said, the proposed resources with less or without travel management experience will be given opportunities to receive 70% passing points. Furthermore, Canada must consider the time constraint for the STS program, level of effort and cost on the knowledge transfer and the nature of resource category (i.e. Instructor must have basic knowledge and experience in Travel Management to be able to deliver the service). As a result, Canada believes the rated scoring scheme in this solicitation is fair and reasonable and the request is hereby rejected.

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**Question # 015****Reference:**

Attachment 4.1: Evaluation Criteria for the Proposed Resource(s) - Mandatory and Rated Requirements

**Question # 015:**

The Rated criteria R3 for the I.3 Database Analyst/IM Administrator (Level 2) reads:

The Bidder's proposed resource should demonstrate for each project, a minimum of twelve (12) consecutive months experience within the last ten (10) years in development, implementation, maintenance AND design of application database.

If our resource has worked at the same time on more than one project within the twelve (12) month period, are only to count one (1) are we indicate the rated criteria in ALL projects?

**Answer # 015:**

Please refer to Article (vi) of Sub Section (c) in 3.2 SECTION I: TECHNICAL BID: In situations in which a proposed resource worked at the same time on more than one project, only one project will be counted toward any requirements that relate to the individual's length of experience.

If the proposed resource has worked on multiple projects within same time period specified in the evaluation grid, only one project will be counted as valid project experience. This rule applies to all Mandatory and Rated Criteria in this solicitation.

**ALL OTHER TERMS AND CONDITIONS OF THE BID SOLICITATION REMAIN UNCHANGED.**