

**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> SOLICITATION AMENDMENT # 4	
<b>Solicitation No. - N° de l'invitation</b> EN578-131977/A	<b>Amendment No. - N° modif.</b> 004
<b>Client Reference No. - N° de référence du client</b> 20131977	<b>Date</b> 2012-11-08
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$XN-107-25037	
<b>File No. - N° de dossier</b> 107xn.EN578-131977	<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 2012-11-19</b>	
<b>Time Zone</b> Fuseau horaire 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:**

Where is the location of work for both contracts?

**Answer # 011:**

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 # 012**

**Reference:**

Request for Proposal (RFP)

**Question # 012:**

In Part 3 - Bid Preparation Instructions, Section 3.3 Section II: Financial Bid, you state that we are to submit our financial bid in accordance with Attachment 3.1, Bidders Pricing Table and that the total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately. Since the table provided in Attachment 3.1 does not include a line item for HST, are we to:

1. add this line item for each resource?
2. include the HST in the total in the final Bidders Proposed Price table? Or
3. show the HST separately in the final Bidders Proposed Price table?

**Answer # 012:**

Bidders are not required to include Tax to the proposed pricing in Attachment 3.1 Bidder's Pricing Table.

**Question #013**

**Reference:**

Request for Proposal (RFP)

**Question # 013:**

We have read all recent amendments for this RFP. We remain somewhat unclear.

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) 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 # 013:**

a) This is a new requirement. 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 # 014**

**Reference:**

Request for Proposal (RFP)

**Question # 014:**

Could you please confirm if all proposed resources are expected to be bid in one proposal? For example, if a company was bidding on 5 of the 7 resources, would they submit only one proposal for all 5 resources? Or would there be a separate proposal submitted for each of the proposed resources (as long as they were all for different roles)?

**Answer # 014:**

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 7 individual resulting contracts against this solicitation.

Solicitation No. - N° de l'invitation

EN578-131977/A

Client Ref. No. - N° de réf. du client

20131977

Amd. No. - N° de la modif.

004

File No. - N° du dossier

107xnEN578-131977

Buyer ID - Id de l'acheteur

107xn

CCC No./N° CCC - FMS No/ N° VME

---

**Question # 015**

**Reference:**

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

**Question # 015:**

We understand that some of these positions should be bilingual but ask the Crown to consider removing the Bilingual requirement from one of the P.1 Change Management Consultant positions (L2 or L3).

**Answer # 015:**

The bilingual requirement in the solicitation is to satisfy the operational needs of STS program. The positions will be client facing and therefore require the ability to speak and work in both official languages. Therefore, the request is hereby rejected.

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