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11 Laurier St./11, rue Laurier
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Gatineau
Québec
K1A 0S5
Bid Fax: (819) 997-9776

**Revision to a Request for Supply
Arrangement - Révision à une demande
pour un arrangement en matière
d'approvisionnement**

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

This document contains a security requirement.

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

Issuing Office - Bureau de distribution
Special Projects/Projets Spéciaux
11 Laurier St./11, rue Laurier
Place du Portage/, Phase III
Floor 10C1/Étage 10C1
Gatineau
Québec
K1A 0S5

Title - Sujet INSURANCE & RISK MANAGEMENT	
Solicitation No. - N° de l'invitation EN578-121746/A	Date 2012-08-21
Client Reference No. - N° de référence du client 20121746	Amendment No. - N° modif. 002
File No. - N° de dossier 109zl.EN578-121746	CCC No./N° CCC - FMS No./N° VME
GETS Reference No. - N° de référence de SEAG PW-\$\$ZL-109-24711	
Date of Original Request for Supply Arrangement 2012-08-07 Date de demande pour un arrangement en matière d'app. originale	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-08-30	
Time Zone Fuseau horaire Eastern Daylight Saving Time EDT	
Address Enquiries to: - Adresser toutes questions à: Stephen, Renee	Buyer Id - Id de l'acheteur 109zl
Telephone No. - N° de téléphone (819) 956-6973 ()	FAX No. - N° de FAX (819) 956-2675
Delivery Required - Livraison exigée	
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	
Security - Sécurité This revision does not change the security requirements of the solicitation. Cette révision ne change pas les besoins en matière de sécurité de l'invitation.	

Instructions: See Herein

Instructions: Voir aux présentes

Acknowledgement copy required	Yes - Oui	No - Non
Accusé de réception requis	<input type="checkbox"/>	<input type="checkbox"/>
The Offeror hereby acknowledges this revision to its Offer. Le proposant constate, par la présente, cette révision à son offre.		
Signature	Date	
Name and title of person authorized to sign on behalf of offeror. (type or print) Nom et titre de la personne autorisée à signer au nom du proposant. (taper ou écrire en caractères d'imprimerie)		
For the Minister - Pour le Ministre		

This Amendment is raised to provide clarification and answers to questions from potential suppliers.

In order to provide better clarity, the following updates are applicable:

Under Part 1 - General Information; Clause 2:

DELETE:

In order to pre-qualify, Suppliers may submit an arrangement for each category and/or stream for which it wants to be considered:

Stream 1 - Category 1: Procurement; and/or
Stream 1 - Category 2: Real Property Management; and/or
Stream 1 - Category 3: Corporate Management; and/or
Stream 1 - Category 4: Delivery of public services to stakeholders external to the government;
and/or

Stream 2: Insurance and Risk Consulting Services.

INSERT:

In order to pre-qualify, Suppliers may submit an arrangement with separate projects for each category for which it wants to be considered:

Stream 1 - Category 1: Procurement; and/or
Stream 1 - Category 2: Real Property Management; and/or
Stream 1 - Category 3: Corporate Management; and/or
Stream 1 - Category 4: Delivery of public services to stakeholders external to the government;
and/or

Stream 2 - Category 1: Insurance and Risk Consulting Services.

Under Attachment 1 to Part 4; Clause 1, MT1.1:

DELETE:

Table 1		
MT1 - Projects		
#	Mandatory Technical Criteria	Arrangement Preparation Instructions
MT1.1	The Supplier must have provided the services for Risk Management Process Services and/or Insurance and Risk Consulting Services, as defined in Annex A - Statement of Work, over the past 5 years from the RFSA closing date.	<p>In order to demonstrate compliance, the Supplier must submit the following information for each category and/or stream that it wants to be considered for a Supply Arrangement:</p> <p>a) A description of 1 completed project per category and/or stream that demonstrates its experience as defined in Annex A - Statement of Work, over the past 5 years from the RFSA closing date. Suppliers may submit a project for:</p> <p>i) Risk Management Process Services - Procurement; ii) Risk Management Process Services - Real Property Management; iii) Risk Management Process Services - Corporate Management; iv) Risk Management Process Services -Delivery of public services to stakeholders external to the government; v) Insurance and Risk Consulting Services;</p> <p>b) Start and end dates (month/year); c) Client organization name; d) Client representative name; and e) Client representative telephone number and e-mail address.</p>

INSERT:

Table 1		
MT1 - Projects		
#	Mandatory Technical Criteria	Arrangement Preparation Instructions
MT1.1	The Supplier must have provided the services for Risk Management Process Services and/or Insurance and Risk Consulting Services, as defined in Annex A - Statement of Work, over the past 5 years from the RFSA closing date.	<p>In order to demonstrate compliance, the Supplier must submit the following information for each category that it wants to be considered for a Supply Arrangement:</p> <p>a) A description of 1 completed project per category that demonstrates its experience as defined in Annex A - Statement of Work, over the past 5 years from the RFSA closing date. Suppliers may submit a project for:</p> <p>i) Risk Management Process Services - Procurement; ii) Risk Management Process Services - Real Property Management; iii) Risk Management Process Services - Corporate Management; iv) Risk Management Process Services -Delivery of public services to stakeholders external to the government; v) Insurance and Risk Consulting Services;</p> <p>b) Start and end dates (month/year); c) Client organization name; d) Client representative name; and e) Client representative telephone number and e-mail address.</p>

Question 1:

1) With respect to Mandatory Technical Criteria 1.1 (MT1.1), could the Crown clarify if a firm is able to bid for a specific risk management process service within a stream? For example, could a firm submit a completed project reference only for Procurement process services and still qualify under MT1.1?

Answer 1:

Yes, a firm can bid for a specific risk management process service (i.e. a category) within a stream and still qualify under MT1.1.

For example, to qualify for Stream 1 - Category 1: Procurement, a bidder must provide:

- a) A description of 1 completed project for Risk Management Process Services - Procurement that demonstrates its experience as defined in Annex A - Statement of Work, over the past 5 years from the RFSA closing date;
- b) Start and end dates (month/year);
- c) Client organization name;
- d) Client representative name; and
- e) Client representative telephone number and e-mail address.

Therefore, a bidder must provide this information for each category in which it wants to be considered.

Question 2:

2) With respect to Mandatory Technical Criteria 2.1 (MT2.1), could the Crown clarify if the \$250,000 of risk consulting fees are required to have been billed annually or if it is a cumulative sum over the past five years?

Answer 2:

A minimum cumulative sum of \$250,000.00 in risk consulting fees over a five year period (from the RFSA closing date) is required to meet Mandatory Technical Criteria 2.1 (MT2.1).

Question 3:

3) Could the Crown clarify if specific staffing resources need to be proposed along with the firm's bid? (Section 8 in Appendix 1 to Annex A and Section 3 in Appendix 2 to Annex A).

Answer 3:

Specific staffing resources do not need to be proposed in the bid.

Question 4:

4) On page 5 of the RFSA, it states, "In order to pre-qualify, Suppliers may submit an arrangement for each category and/or stream for which it wants to be considered."

However, under Attachment 1 to Part 4, MT1.1, it states, "In order to demonstrate compliance, the Supplier must submit the following information for each category and/or stream that it wants to be considered for a Supply Arrangement."

Please confirm that we can submit the necessary requirements under one technical proposal for as many streams as we would like to bid on, and be deemed compliant.

Answer 4:

A bidder is able to submit the necessary requirements under one technical proposal but must provide a separate project to be evaluated for each category in which it wants to be considered.

For example, if a bidder would like to qualify for Stream 1 - Category 2: Real Property Management and Stream 2 - Category 1: Insurance and Risk Consulting Services, a project demonstrating Real Property Management experience and a project demonstrating Insurance and Risk Consulting experience (containing all information as outlined in MT1) must be submitted.

Question 5:

5) Would you like a separate technical proposal for each category within Stream 1 or would one technical proposal suffice?

Answer 5:

Please see response to question 4.

ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.