

AMENDMENT #1 TO SOLICITATION K2A51-12-0105

REFERENCE NUMBER : 266334

Ecological Gifts Program: Appraisal Review Panel Manager (Chair, Panel, and Operations) (2013-2017)

Please make note of the following changes:

The bid closing date of this solicitation is now changed to July 3, 2013

Delete all instances of:

Ecological Gifts Program: Appraisal Review Panel Manager (Chair, Panel, and Operations) (2013-2017)

Insert in its place:

Ecological Gifts Program: Appraisal Review Panel Manager (Chair, Panel, and Operations) (2014-2018)

The Offer of Service is amended as follows:

Delete:

If you are interested in providing these services, you must submit **three (3) copies of your technical proposal and two (2) copies of your completed signed Offer of Service** no later than **15:00 (local time) on May 28, 2013**

Insert:

If you are interested in providing these services, you must submit **three (3) copies of your technical proposal and two (2) copies of your completed signed Offer of Service** no later than **15:00 (local time) on July 3, 2013**

2.3 Professional Services

Delete:

	Table 1	
	Year 1 – Contract award to March 31, 2014	Firm per diem rate
T1.1	professional fees for the individual assigned the responsibilities of the Chair	
T1.2	professional fees for appraisal review services conducted by ARP members	
T1.3	professional fees for appraisal review services conducted by <i>Ad hoc</i> Appraisal Reviewers	

T1.4	professional fees for any other experts or specialists engaged in the reviews of appraisals and valuation reports	
T1.5	professional fees for the development of communications products, appraiser training courses, and ARP policy development	
T1.6	professional fees for administrative support personnel.	

	Table 2	
	Year 2 – April 1, 2014 to March 31, 2015	Firm per diem rate
T2.1	professional fees for the individual assigned the responsibilities of the Chair	
T2.2	professional fees for appraisal review services conducted by ARP members	
T2.3	professional fees for appraisal review services conducted by <i>Ad hoc</i> Appraisal Reviewers	
T2.4	professional fees for any other experts or specialists engaged in the reviews of appraisals and valuation reports	
T2.5	professional fees for the development of communications products, appraiser training courses, and ARP policy development	
T2.6	professional fees for administrative support personnel.	

	Table 3	
	Year 3 – April 1, 2015 to March 31, 2016	Firm per diem rate
T3.1	professional fees for the individual assigned the responsibilities of the Chair	
T3.2	professional fees for appraisal review services conducted by ARP members	
T3.3	professional fees for appraisal review services conducted by <i>Ad hoc</i> Appraisal Reviewers	
T3.4	professional fees for any other experts or specialists engaged in the reviews of appraisals and valuation reports	
T3.5	professional fees for the development of communications products, appraiser training courses, and ARP policy development	
T3.6	professional fees for administrative support personnel.	

	Table 4	
	Year 4 – April 1, 2016 to March 31, 2017	Firm per diem rate
T4.1	professional fees for the individual assigned the responsibilities of the Chair	
T4.2	professional fees for appraisal review services conducted by ARP members	
T4.3	professional fees for appraisal review services conducted by <i>Ad hoc</i> Appraisal Reviewers	
T4.4	professional fees for any other experts or specialists engaged in the reviews of appraisals and valuation reports	
T4.5	professional fees for the development of communications products, appraiser training courses, and ARP policy development	
T4.6	professional fees for administrative support personnel.	

Insert:

	Table 1	
	Year 1 – April 1, 2014 to March 31, 2015	Firm per diem rate
T1.1	professional fees for the individual assigned the responsibilities of the Chair	
T1.2	professional fees for appraisal review services conducted by ARP members	
T1.3	professional fees for appraisal review services conducted by <i>Ad hoc</i> Appraisal Reviewers	
T1.4	professional fees for any other experts or specialists engaged in the reviews of appraisals and valuation reports	
T1.5	professional fees for the development of communications products, appraiser training courses, and ARP policy development	
T1.6	professional fees for administrative support personnel.	

	Table 2	
	Year 2 – April 1, 2015 to March 31, 2016	Firm per diem rate
T2.1	professional fees for the individual assigned the responsibilities of the Chair	
T2.2	professional fees for appraisal review services conducted by ARP members	
T2.3	professional fees for appraisal review services conducted by <i>Ad hoc</i> Appraisal Reviewers	
T2.4	professional fees for any other experts or specialists	

	engaged in the reviews of appraisals and valuation reports	
T2.5	professional fees for the development of communications products, appraiser training courses, and ARP policy development	
T2.6	professional fees for administrative support personnel.	

	Table 3	
	Year 3 – April 1, 2016 to March 31, 2017	Firm per diem rate
T3.1	professional fees for the individual assigned the responsibilities of the Chair	
T3.2	professional fees for appraisal review services conducted by ARP members	
T3.3	professional fees for appraisal review services conducted by <i>Ad hoc</i> Appraisal Reviewers	
T3.4	professional fees for any other experts or specialists engaged in the reviews of appraisals and valuation reports	
T3.5	professional fees for the development of communications products, appraiser training courses, and ARP policy development	
T3.6	professional fees for administrative support personnel.	

	Table 4	
	Year 4 – April 1, 2017 to March 31, 2018	Firm per diem rate
T4.1	professional fees for the individual assigned the responsibilities of the Chair	
T4.2	professional fees for appraisal review services conducted by ARP members	
T4.3	professional fees for appraisal review services conducted by <i>Ad hoc</i> Appraisal Reviewers	
T4.4	professional fees for any other experts or specialists engaged in the reviews of appraisals and valuation reports	
T4.5	professional fees for the development of communications products, appraiser training courses, and ARP policy development	
T4.6	professional fees for administrative support personnel.	

Delete:

3. I (We) agree that the Offer of Service will remain firm for a period of one hundred and twenty (120) calendar days after the tender closing date.

Insert:

3. I (We) agree that the Offer of Service will remain open for acceptance for a period of not less than 271 days from the closing date of the bid solicitation. Canada reserves the right to seek an extension of the bid validity period from all responsive bidders in writing, within a minimum of three (3) days before the end of the bid validity period. If the extension is accepted by all responsive bidders, Canada will continue with the evaluation of the bids. If the extension is not accepted by all responsive bidders, Canada will, at its sole discretion, either continue with the evaluation of the bids of those who have accepted the extension or cancel the solicitation.

The Terms of Reference is amended as follows:

Mandatory Requirements:

Insert:

The Bidder must demonstrate that **each** proposed resource conducting appraisal reviews as ARP members or as *Ad hoc* Appraisal Reviewers is legally permitted to practice real estate appraisal in the provinces in which they will be reviewing appraisals, including possessing valid licenses and meeting all other provincial requirements to practice, where applicable. The provinces in which each resource is legally permitted to practice must be clearly indicated in the proposal.

Professional Work Experience:

Delete:

The Bidder must demonstrate that **each** proposed resource conducting appraisal reviews as an ARP member or as an *Ad hoc* Appraisal Reviewer has at least seven (7) years of experience as an appraiser in a fee appraisal organization

Insert:

The Bidder must demonstrate that **each** proposed resource conducting appraisal reviews as an ARP member or as an *Ad hoc* Appraisal Reviewer has at least seven (7) years of experience as an appraiser in a fee appraisal organization, five (5) of which must be in the proposed region for which they will be conducting reviews

Delete:

Security:

The Bidder must hold a valid Designated Organization Screening (DOS), with approved document safeguarding at the level of PROTECTED B issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC) at the time of response to this request for proposal. In order to demonstrate this requirement, the bidder must provide a copy of the confirmation letter from CISD for the DOS with Document Safeguarding – PROTECTED B registration.

Each resource proposed by the bidder must hold a security accreditation to the level of Reliability at the time of response to this request for proposal. In order to demonstrate this requirement, each resource must be listed, along with their clearance level and the security clearance number or a confirmation letter from the issuing department.

Insert:

The Bidder must hold a valid Designated Organization Screening (DOS), with approved document safeguarding at the level of PROTECTED B issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC) before contract award. In order to demonstrate this requirement, the bidder must provide a copy of the confirmation letter from CISD for the DOS with Document Safeguarding – PROTECTED B registration before contract award.

Each resource proposed by the bidder must hold a security accreditation to the level of Reliability before contract award. In order to demonstrate this requirement, a document containing a list of each resource, along with their clearance level and the security clearance number or a confirmation letter from the issuing department, must be provided by the bidder before contract award.

Duration of Contract

Delete:

Contract award to March 31, 2017

Insert:

April 1, 2014 to March 31, 2018

Project Cost

Delete:

Environment Canada has estimated total funding for this contract, over four fiscal years (assuming that year four is a transition year to a new panel), at a maximum amount of **\$1,230,000.00** excluding GST/HST (from contract award to March 31, 2017) broken down as follows. The Contactor will be engaged on an as-needed basis at the discretion of Environment Canada. Environment Canada makes no guarantee of a minimum amount of work that will result from this contact – compensation will be based on the amount of work performed, submitted, received and reviewed by the EGP National Coordinator at Environment Canada.

The fiscal year for the Government of Canada ends on March 31, and for contracts which span more than one fiscal year, the contractor will be required to specify the level of effort in fees and expenses achievable between the date of the contract and March 31 of one year as well as April 1 and the end of the contract in subsequent fiscal years.

Fiscal Year 1 – from contract award to March 31, 2014

- Up to a maximum amount of \$ 303 000 for professional fees
- Up to a maximum amount of \$25 000 for travel expenses (original receipts required)
-

Total: \$ 328 000

Fiscal year 2 - from April 1, 2014 to March 31, 2015

- Up to a maximum amount of \$ 387 000 for professional fees
- Up to a maximum amount of \$ 30 000 for travel expenses (original receipts required)
-

Total: \$ 417 000

Fiscal year 3 - from April 1, 2015 to March 31, 2016

- Up to a maximum amount of \$ 406 000 for professional fees
- Up to a maximum amount of \$ 30 000 for travel expenses (original receipts required)
-

Total: \$ 436 000

Fiscal year 4- from April 1, 2016 to March 31, 2017

- Up to a maximum amount of \$ 45 000 for professional fees
- Up to a maximum amount of \$ 4 000 for travel expenses (original receipts required)
-

Total: \$49 000

**Estimated Maximum Total Value of Contract:
\$1,230,000 (excluding GST/HST)**

Insert:

Environment Canada has estimated total funding for this contract, over four fiscal years (assuming that year four is a transition year to a new panel), at a maximum amount of **\$1,300,000.00** excluding GST/HST (from contract award to March 31, 2018) broken down as follows. The Contractor will be engaged on an as-needed basis at the discretion of Environment Canada. Environment Canada makes no guarantee of a minimum amount of work that will result from this contact – compensation will be based on the amount of work performed, submitted, received and reviewed by the EGP National Coordinator at Environment Canada.

The fiscal year for the Government of Canada ends on March 31, and for contracts which span more than one fiscal year, the contractor will be required to specify the level

of effort in fees and expenses achievable between the date of the contract and March 31 of one year as well as April 1 and the end of the contract in subsequent fiscal years.

Fiscal Year 1 – from April 1, 2014 to March 31, 2015

- Up to a maximum amount of \$ 373 000 for professional fees
- Up to a maximum amount of \$25 000 for travel expenses (original receipts required)
-

Total: \$ 398 000

Fiscal year 2 - from April 1, 2015 to March 31, 2016

- Up to a maximum amount of \$ 387 000 for professional fees
- Up to a maximum amount of \$ 30 000 for travel expenses (original receipts required)
-

Total: \$ 417 000

Fiscal year 3 - from April 1, 2016 to March 31, 2017

- Up to a maximum amount of \$ 406 000 for professional fees
- Up to a maximum amount of \$ 30 000 for travel expenses (original receipts required)
-

Total: \$ 436 000

Fiscal year 4- from April 1, 2017 to March 31, 2018

- Up to a maximum amount of \$ 45 000 for professional fees
- Up to a maximum amount of \$ 4 000 for travel expenses (original receipts required)

Total: \$49 000

**Estimated Maximum Total Value of Contract:
\$1,300,000 (excluding GST/HST)**

**1. Technical Component
Mandatory Technical Criteria**

Delete:

M6	<p>The Bidder must demonstrate that each proposed resource conducting appraisal reviews as an ARP member or as an <i>Ad hoc</i> Appraisal Reviewer has at least seven (7) years of experience as an appraiser in a fee appraisal organization, during which time he/she has:</p> <p style="margin-left: 20px;">a) Prepared valuations of rural real estate that have included conservation lands with natural features such as wetlands, estuaries, parkland, woodlands; and,</p> <p style="margin-left: 20px;">b) Performed peer-reviews of appraisal reports valuing rural</p>	
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	real estate that have included conservation lands with natural features such as wetlands, estuaries, parkland, woodlands.	
M7	The Bidder must hold a valid Designated Organization Screening (DOS), with approved document safeguarding at the level of PROTECTED B issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC) at the time of response to this request for proposal. In order to demonstrate this requirement, the bidder must provide a copy of the confirmation letter from CISD for the DOS with Document Safeguarding – PROTECTED B registration.	
M8	Each resource proposed by the bidder must hold a security accreditation to the level of Reliability at the time of response to this request for proposal. In order to demonstrate this requirement, each resource must be listed, along with their clearance level and the security clearance number or a confirmation letter from the issuing department.	

Insert:

M6	<p>The Bidder must demonstrate that each proposed resource conducting appraisal reviews as an ARP member or as an <i>Ad hoc</i> Appraisal Reviewer has at least seven (7) years of experience as an appraiser in a fee appraisal organization, five (5) of which must be in the proposed region for which they will be conducting reviews, during which time he/she has:</p> <p>a) Prepared valuations of rural real estate that have included conservation lands with natural features such as wetlands, estuaries, parkland, woodlands; and,</p> <p>b) Performed peer-reviews of appraisal reports valuing rural real estate that have included conservation lands with natural features such as wetlands, estuaries, parkland, woodlands.</p>	
M7	The Bidder must hold a valid Designated Organization Screening (DOS), with approved document safeguarding at the level of PROTECTED B issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC) before contract award. In order to demonstrate this requirement, the bidder must provide a copy of the confirmation letter from CISD for the DOS with Document Safeguarding – PROTECTED B registration before contract award.	
M8	Each resource proposed by the bidder must hold a security accreditation to the level of Reliability before contract award.	

	In order to demonstrate this requirement, a document containing a list of each resource, along with their clearance level and the security clearance number or a confirmation letter from the issuing department, must be provided by the bidder before contract award.	
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Insert:

M9	The Bidder must demonstrate that each proposed resource conducting appraisal reviews as ARP members or as <i>Ad hoc</i> Appraisal Reviewers is legally permitted to practice real estate appraisal in the provinces in which they will be reviewing appraisals, including possessing valid licenses and meeting all other provincial requirements to practice, where applicable. The provinces in which each resource is legally permitted to practice must be clearly indicated in the proposal.	
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Delete:

Contractor Selection Method

The total cost of this project, including professional fees and travel expenses, shall not exceed \$1,230,000.00 (GST/HST is excluded).

Insert:

Contractor Selection Method

The total cost of this project, including professional fees and travel expenses, shall not exceed \$1,300,000.00 (GST/HST is excluded).