Solicitation 24062-13-232

Question and Answer Series II

Question 6:
Lead resources evaluation – Section RT 4 (pg.30, Eng version): Could you please explain in detail how those 5 points per project are allocated - i.e. what criteria are they awarded for (years of experience, type of project, etc.)?

Answer 6:
5 points will be awarded for demonstrating the resource has developed a comprehensive report. Up to a maximum of 15 points will be awarded for demonstrating the resource developed comprehensive reports (3 separate project summaries each demonstrating the resource developed a comprehensive report). A comprehensive report is defined in the criterion.

Question 7:
Lead resources experience: Are there any points awarded for the lead resource's overall lifetime experience?

Answer 7:
No, points are only awarded for the experience stated in the point-rated criteria.

Question 8:
Lead resources experience: Are there any points awarded for the lead resource's overall project work experience?

Answer 8:
No, points are only awarded for the experience stated in the point-rated criteria.

Question 9:
Demonstration of the experience of personnel (pg.22, point 2): RFP states, that "to demonstrate the experience of personnel (i.e. resources), the Bidder should provide complete project details as to where, when (month and year) and how (through which activities/responsibilities) the stated qualifications/experience were obtained." Does this requirement apply to the lead resource's experience only or should such a detailed description of experience be provided for all resources involved?

Answer 9:
The purpose of the evaluation is to evaluate the lead resource only. Experience details for additional team members may be submitted but will not be evaluated in this RFP.

Question 10:
Bid Preparation Instructions (pg. 5): What constitutes as a "soft copy" for the purpose of this RFP (electronic copy on a flash drive?) and how should it be sent?

Answer 10:
Soft copies should be sent as an electronic copy on a cd or on a flash drive.

Question 11:
Structure of the bid: The RFP states (on pg. 6), that "Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings." Does this mean that the Technical Bid must be prepared using the ordering from the table MT (pg.23) or the table RT (pg.27) or both? Are the headings the "Item" numbers assigned to each section in these tables (e.g. RT 1.0, RT 1.1, RT 1.2 – pg. 28)?

Answer 11:
The Technical Bid should be prepared using the ordering from the tables in the Annex B – Mandatory and Point-Rated Evaluation Criteria to assist the evaluation team with conducting the evaluation.

Question 12:

Annex D (pg. 37, Milestones 1-4): The Proposed Firm All-Inclusive Amount for the Comprehensive Annual Report and Quarterly Fuel Update Reports must be shown as a price for one report or a sum of the 2 reports over the 2 year period?

Answer 12:

The Proposed Firm All-Inclusive Amount for the Comprehensive Annual Report and Quarterly Fuel Update Reports must be shown as one price per report (deliverable).

Question 13:

Annex D (pg.37): The Total Price for Evaluation (excluding GST/HST) must be shown as a Total cost for the 2 year contract i.e. 2 Annual Reports, 6 Fuel Update Reports and 2 Ad Hoc Fuel Update Reports combined or as an Annual Cost i.e. 1 Annual Report, 3 Fuel Update Reports and 1 Ad Hoc Report?

Answer 13:

The Total Price for Evaluation will be the sum of the Proposed Firm All-Inclusive Amount for Milestone No. 01, 02, 03, 04 and 05. Each Proposed Firm All-Inclusive Amount per Milestone is for one deliverable (i.e. not the sum of deliverables over the contract period).

Question 14:

Regarding the demonstration of comprehensive reports for the lead resource (MT 5, pg. 25): The requirement of the project to cover a full year and therefore have an annual report and at least 1 update. We feel that this requirement is disadvantageous to consultants that have worked on complex projects for periods of 6-8 months and that are perfectly well-suited for this RFP, but do not meet the full-year requirement. Question: If we provide projects that do not span a full year, will they be discarded and not receive any points?

Answer 14:

This criterion has been revised to clarify the experience being sought. Please refer to Amendment 2 below.

Question 15:
Regarding the requirement for geographical coverage of projects (RT 3, pg.29): We feel that awarding a project 5 points only if it covers all Canadian provinces and territories is an unfair limitation. Since the methodology of the work performed in one Canadian province/territory can easily be applied to other provinces/territories, it seems unbalanced to assign such a heavy weighting for projects having been completed for all Canadian provinces/territories. Also, we feel that if a company can demonstrate two major relevant projects performed in a single Canadian province while also having performed project work across Canada, this should give sufficient qualification to obtain the maximum points. How would you respond to this?

Answer 15:
Please refer to Question and Answer Series I, Question and Answer # 5.

Question 16:
We feel that the two criteria stated above (in Questions number 14 and 15) provide an unfair advantage to the company that has performed the work in previous years and minimize the chances of a company that is perfectly well suited and demonstrates all the necessary expertise to perform the work at the highest possible level of quality. How would you respond to this?

Answer 16:
Please refer to questions 14 and 15 above.

Question 17:
Reference: The section RT 1.0 states that “The two projects submitted under M1 above will be rated against the following rated requirements”. However, there is no such a section M1 in the RFP. Should this reference be read as MT1 instead of M1?

Answer 17:
Yes, please see amendment 2.

Question 18:

Do we need to fill out the columns in the Mandatory and Point-Rated Evaluation Criteria labeled “Cross-Reference to Proposal” (pg. 23-31)?

Answer 18:
It is not mandatory; however, further to Question & Answer #11, the bidder may use these columns to guide the evaluation team to where the information can be found in the bidder’s proposal.

Question 19:
Annexes (pg. 2): RFP states “List of Annexes: (choose and add annexes, if applicable)”. Does this mean that we can add Annexes to our Bid containing relevant information?

Answer 19:
Please see amendment 2.

Question 20:
If the information is public, we would like to know which company had the contract to establish kilometer rates previously and for which period of time.

Answer 20:

Question 21:
We noticed that the incumbent has been in place since at least 1999.

We searched the PWGSC and TBS contract awards / proactive disclosure sites and could not find any information on contract award. Are you able to share this information, or guide us where it may be found?

Answer 21:
The contracts to date were put in place by the National Joint Council (NJC). Details on the contracts put in place should be requested through the NJC.

Question 22:
We hope that the answers and amendments will soon be available on the Buy and Sell website as they are essential to a timely write-up of our proposal. In case of further delays in the publication of the answers and amendments, will Treasury Board of Canada Secretariat consider extending the deadline for the proposal submission?

Answer 22:
Please see amendment 2.

Treasury Board of Canada Secretariat
Secrétariat du Conseil du Trésor du Canada

Date of Solicitation - Date de la demande	
June 26, 2013	
Address inquiries to - Adresser toute demande de renseignements à : Darlene.Fisher@tbs-sct.gc.ca	
Area code and Telephone No. / Code régional et N° de téléphone: 613-608-7993	Facsimile No. / N° de télécopieur: 613-947-5194
Destination: See herein	

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

Proposal to: Treasury Board of Canada Secretariat

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, refered or attached hereto, the supplies and services listed herein or on any attached sheets at the price(s) set out therefore.

Propositions aux : Secrétariat du Conseil du Trésor du 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 articles et les services énumérés ici et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Instructions:
Municipal taxes are not applicable.

Unless otherwise specified herein by the Crown, all prices quoted are to be net prices in Canadian funds including Canadian customs duties, excise taxes, and are to be F.O.B, including all delivery charges to destination(s) as indicated. The amount of the GST/HST is to be shown as a separate item.

Instructions:
Les taxes municipales ne s'appliquent pas.

Sauf indication contraire, énoncée par la Couronne, dans les présentes, tous les prix indiqués sont des prix nets, en dollars canadiens, comprenant les droits de douane canadiens, la taxe d'accise et doivent être F.A.B, y compris tous frais de livraison à la (aux) destination(s) indiquée(s). La somme de la TPS/TVH devra être un article particulier.

Solicitation No. - N° de l'invitation	Type - Genre	Update - Mise à jour
2406213232	Amd	02

Solicitation closes - La demande prend fin	TBS File No. - N° de dossier de SCT
at - à 2:00 p.m. EDT on - le July 12, 2013	

Please ensure this area appears in window of return envelope
S'assurer que cette partie figure dans la fenêtre de l'enveloppe-réponse

Delivery required - Livraison exigée	Delivery offered - Livraison proposée

Vendor Name Address - Nom et adresse du fournisseur

Facsimile No. - N° de télécopieur

Telephone No. - N° de téléphone

Name and title of person authorized to sign on behalf of vendor (type or print) - Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'impression)

Name / Nom

Title/ Titre

Signature : ____________________

Date : ____________________

Canada

1. At the "Solicitation Closes" box on the cover page of the bid solicitation,

REPLACE: "July 5, 2013" **with** "July 12, 2013"

2. In the entire RFP document:

REPLACE: all references made to **"M1"** with **"MT1"**

3. At page 2, Table of Contents, List of Annexes,

DELETE: "(*choose and add annexes, if applicable*)"

4. At Annex B – Mandatory and Point-Rated Evaluation Criteria, Mandatory Requirements, Resources Mandatory Criteria:

4.1 DELETE: Criterion MT5 in its entirety

And

4.2 REPLACE: item text "MT4" **with** "MT5"

5. At Annex B – Mandatory and Point-Rated Evaluation Criteria, Mandatory Requirements, Bidder (Corporate) Mandatory Criteria:

ADD:

MT4	The Bidder must submit at least one (1) project* summary to demonstrate that the Bidder has experience in analyzing reimbursement rates for the use of a private motor vehicle for business purposes, within the last four (4) years. * The project experience must have included the development of a comprehensive report and at least one (1) update to the report. A comprehensive report is defined as a report that includes all of the following elements: a) description of the methodology, b) assumptions, c) data analysis (including parameters			

	used), d) recommendations In order to demonstrate experience, a project summary must be submitted with the following details: • Name of client organization; • Client contact information (if available); • Project start and end dates (yyyy-mmm-dd to yyyymm-dd); • A description of the deliverables, objectives, and timeline of the project; • The parameters used; • A description of the parameters applied and how they were applied to the project deliverable; and • A description of the objective(s) of the report. The Bidder must provide one(1) of the following for the project summary: • the client's up-to-date contact information. (The Crown may validate the details provided by contacting the client reference during the evaluation period); OR • a copy of the comprehensive report developed; OR • a reference letter from the client organization describing the work done by the resource			

6. At Annex D, Basis of Payment (Financial Proposal):

6.1 REPLACE: "Proposed Firm All-Inclusive Amount"

With

"Proposed Firm All-Inclusive Amount (per deliverable)"; and,

6.2 REPLACE:

"Note to the Bidder:

The Total Price for Evaluation will be the sum of the Firm All-Inclusive Amount for Milestone No. 01, 02, 03, 04 and 05."

With

"Note to the Bidder:

The Total Price for Evaluation will be the sum of the Proposed Firm All-Inclusive Amount for Milestone No. 01, 02, 03, 04 and 05."

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.