

Return Bids to: - Retourner les soumissions à :

**Canada Revenue Agency**

**Agence du revenu du Canada**

See herein / Voir dans ce document

**Proposal to: Canada Revenue Agency**

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

**Proposition à: l'Agence du revenu 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 biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Bidder's Name and Address -**

**Raison sociale et adresse du Fournisseur/de l'entrepreneur**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Telephone No. – No de téléphone**

(\_\_\_\_) \_\_\_\_\_

**Fax No. – No de télécopieur**

(\_\_\_\_) \_\_\_\_\_

***Bidder is required to identify below the name and title of the individual authorized to sign on behalf of the Bidder – Soumissionnaire doit identifier ci-bas le nom et le titre de la personne autorisée à signer au nom du soumissionnaire***

\_\_\_\_\_  
**Name and title/Nom et titre**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**REQUEST FOR PROPOSAL  
AMENDMENT 001 / MODIFICATION DE  
LA DEMANDE DE PROPOSITION 001**

**Title – Sujet**

ATIP Consultant

**Solicitation No. – No de  
l'invitation**

1000315607

**Date**

2014-01-17

**Solicitation closes – L'invitation prend fin**

**On – le 2014-02-11**

**At – À 2:00 P.M.**

**Time zone – Fuseau horaire EST**

**Contracting Authority – Autorité contractante**

**Address**

**E-mail address**

See herein / Voir dans ce document

**Telephone No. – No de téléphone**

(613) 995-4781

**Fax No. – No de télécopieur**

(613) 957-6655

**Destination - Destination**

See herein / Voir dans ce document

**THIS DOCUMENT CONTRAINS A SECURITY  
REQUIREMENT.**

**LE PRÉSENT DOCUMENT COMPORTE UNE  
EXIGENCE EN MATIÈRE DE SÉCURITÉ**

This amendment consists of Questions and Answers and Amendments to the RFP.

## Questions and Answers

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**1. Question:**

Is there or has there been in the past twelve months a resource/incumbent providing some or all of the services identified in this request for proposal?

**Answer:**

No. This is a new request for proposal for a bilingual subject-matter expert in the field of access to information and privacy (ATIP).

**2. Question:**

Why isn't the ATIP standing offer being used for this request?

**Answer:**

The request for proposal requires professional services from a bilingual subject matter expert in the field of access and privacy. The services required are not for Access to Information and Privacy Officers at various levels to administer policies and procedures related to the release of records in response to requests.

**3. Question:**

For M2, can you provide justification as to why the consultant requires a Law Degree? In our experience, some of the most experienced consultants, who are also known as experts in the field of ATIP, do not have degrees, but instead extensive experience in the field. Would your client consider changing the mandatory to include "or a suitable combination of education and experience in the field of ATIP"?

**Answer:**

No. The education requirement is an essential part of the expertise required and will not be modified.

**4. Question:**

As for R1, understanding that the CRA experience may be valuable, this rated requirement limits your search to those who only have CRA ATIP Directorate experience, and unfortunately prevents other quality ATIP resources from being presented. On an 80/20 technical merit to financial scoring method where every point counts, would your client consider adjusting the scoring for this criteria to 5% of the total? Recognizing that there is value in having someone who has worked at CRA ATIP Directorate, it could be prevent qualified firms from submitting a bid, since it gives the impression that you are favouring an incumbent.

**Answer:**

No. R1 is a rated criterion with a minimal point allocation. While this criterion is an asset, it is not a mandatory requirement and it does not prevent or disadvantage anyone from submitting a proposal.

**5. Question:**

Page 33, R1. states: "The range of points awarded will be based on the candidate's demonstrated experience as defined in mandatory requirement M4. Listed above in the form of a detailed compilation...". Please advise if M4 is missing.

**Answer:**

The reference to M4 should read M3 on page 33, R1.

**6. Question:**

Must the contractor hold Document Safeguarding Capability (DSC)?

**Answer:**

Yes. The subject matter expert is required to hold Document Safeguarding Capability in accordance with Annex B: Security Requirements Check List.

**7. Question:**

Our company is extremely interested in this solicitation and we have a resource with extensive ATIP experience including TBS however her Secret clearance is in progress. Would CRA accept this resource if the Secret clearance is in progress?

**Answer:**

No. The security clearance Level II (Secret) is a mandatory requirement and it must be valid.

**Amendments to the RFP**

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**1) On page 33 of the English RFP 1000315607, at Evaluation Method R1.;**

**DELETE:**

The range of points awarded will be based on the candidate's demonstrated experience as defined in mandatory requirement M4.

**INSERT:**

The range of points awarded will be based on the candidate's demonstrated experience as defined in mandatory requirement M3.

**2) On page 36 of the French RFP 1000315607, at Evaluation Method, R1. to R4.;**

Delete M4 and replace with M3.