



5 Février 2014

À l'intention de tous les soumissionnaires

- 1. Request for Proposals No. 20-12-6013 –Request for Proposal 20-12-6014 Historical Research, Policy Support, and Survey Interpretation and Title Searching Services – Set-Aside for Aboriginal Business – Standing Offer**
- 2. Request for Proposals No. 20-12-6014-Historical Research, Policy Support, and Survey Interpretation and Title Searching Services – Firms and Individuals – Standing Offer**

Question 1 :

On page 35 of 98 of the RFP, the text says that

"... Bidder must be able to demonstrate within his/her CV the following:

- a minimum of thirty-six (36) months of full-time professional work experience (within the last 10 years) conducting Historical Research Services, as described in Appendix D Statement of Work, in the area of historical Aboriginal relations with the Crown. "

However, on page 87 of 98 of the RFP, the table to be used by Streaqm [sic] 2 b (Individuals - Historical Research Services) notes only to put into table format:

"Full-time professional work experience conducting RESEARCH ANALYSIS related activities in the area of historical Aboriginal relations with the Crown."

As you probably know, individuals (sole proprietorships) usually conduct both Research Analysis and Research themselves, and thus would be able to demonstrate a variety of these activities within a 10-year time frame. Yet we are, by the RFP, not permitted to list Historical Research activities within this table, which table will determine our eligibility. Historical Research activities would add more months to our service history.

Can you say why we are not permitted to list Historical Research activities within this table?

Response 1

The Tables under Annex B, to be completed by both Firms and Individuals, have been revised for easier understanding. The revision should allow you to include references who can provide evidence of your work.



Question 2 :

On page 35 of 98, it refers to "INDIVIDUALS [sic] M1. Proposed Resource" and on page 35 it refers to "INDIVIDUALS M2. Project Summaries". However, the next page, 37, refers to R1, the rating or evaluation factors for Project Summary, and page 38 refers to "INDIVIDUALS R2. Understanding and Proposed Approach and Methodology" and also "INDIVIDUALS R3 Approach [sic] to Conflict of Interest", etc. Are Individual bidders meant to label these last two items as R2 and R3 (it seems to relate to the ratings)?

Response 2:

Please refer to R5 Proposal Quality, each Bidder is responsible to prepare their proposal in a clear and logical fashion. TAG does not interfere during the RFP process

Question 3 :

The Notice of Proposed Procurement (NPP) states that the region of delivery is Canada. Does that mean that the Contracting Authority has placed no restrictions in accepting bids from [sic] firms and individuals, whose business is located somewhere within this country-wide region?

Response 3

To clarify, Treaties and Aboriginal Government (TAG) has not placed restrictions on accepting bids from firms or individuals who are outside the National Capital Region (NCR). Accordingly, firms and individuals situated within Canada, upon a successful RFP, will perform work on an as and when required basis, in the location of the contractor's premises, when the services are not required by AADNC to be performed in the Capital Region or in any other location in particular.(e.g See: Appendix D, Statement of Work, SW10.1, SW12.1 (e) and SW14.4; Location for Work and Travel and Call-up Assignment and Procedure.)

Question 4 :

In respect to the Statement of Work, in particular paragraphs and 10.1 and 14.4: [a] Are there any restrictions on the location of the "premises" mentioned in para. 10.1 that would affect the compliance of the bid? [b] If there are, is there a requirement that the Bidder have a "premise" within NCR? [c] If there is no requirement, would the Bidder alternatively need to show capacity to undertake the service stream in NCR in order to be deemed to have a compliant/valid bid? [d] If there is no requirement, would there be preferential consequences in terms of the awarding SOA and call ups to a Bidder who have a "premise" in NCR? [e] if the Bidder has the capacity to teleconference and/or communicate by a range of electronic/digital services, would this be deemed acceptable in terms of the strictures for the awarding of call ups announced in para. 14.4?

Response 4



a) Not applicable

b) Not applicable

c) Not applicable

d) Not applicable

e) Yes, should the Bidder be successful in the RFP, as stated in SW10.1, teleconferences (or any other range of electronic / digital service) are deemed to be acceptable for Reporting Requirements (see SW5) as directed by the Departmental Representative within the call-up.

Question 5 :

If the Bidder currently possesses [sic] multiple valid Government of Canada (GoC) security screening certificates at the Level of Reliability or higher with a variety of GoC departments and agencies: [a] Does the Bidder have to provide information on all of them and [b] if no, can the Bidder simply provide information on its AANDC screening certificates

Response 5 :

Yes, the Bidder should provide all valid Designated Organization Screening [sic] (DOS) and valid Reliability Status and valid Facility Security Clearances at the level of Secret issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC), as they could be used for each activity under this RFP. (See SC20 (1-5) and SC21 (1-5)).

Question 6 :

The chart on page 12 of 98 dealing with Supplier type and Activities appears to be missing some information in regards to the Policy Support and Survey streams. [b] [sic] is this correct and [b] if so, will this information be provided before the closure of the bidding process?

Réponse 6 :

No information is missing from the Stream Chart that explains the Supplier Types and Activity Types. Should you require additional information, refer to Appendix D - Statement of Work, SW3.2.2 Policy Support Services and SW3.2.3 Survey Interpretation and Title Searching.

Question 7

I have just noticed on the buyandsell.gc.ca website that there is an amendment for 20-12-6014. Where can I find this amendment? I know that there is an amended version on MERX published 2014-01-16. Is the amendment on the buyandsell.gc.ca web site the same as this amended version on MERX?



Réponse 7 :

AANDC cannot comment on the items posted on MERX. The Government of Canada no longer uses MERX.

Question 8

Also, I assume other interested contractors have submitted questions regarding 2014-01-16. Is there a common list of questions/answers available? In the past, I have received amendments and questions and answers through the MERX site and am not yet familiar with how buyandsell.gc.ca provides updated information.

Réponse 8

The correct RFSO numbers are as follows:

RFSO No. 20-12-6013 - Historical Research, Policy Support and Survey Interpretation and Title Searching - Set-Aside for Aboriginal Business - Firms and Individuals.

RFSO No. 20-12-6014 - Historical Research, Policy Support and Survey Interpretation and Title Searching - Open - Firms and Individuals.

Please use the Tender Management System on the Buy and Sell website from Public Works and Government Services.

Use the Applications Tab to learn how to use Buy and Sell.

Question 9:

I have a question about Location of Work. Can you clarify whether bidders with office premises outside the National Capital Region will be eligible for consideration? On the buyandsell.gc.ca website, this RFP shows Region of Delivery as "Canada", not specifically as a "National Capital Region" opportunity. My office is currently in British Columbia. Should I be awarded this SOA, I would either work from my current office in British Columbia, or would relocate to the NCR.

The following statement leads me to believe that location of work can be conducted from anywhere in Canada:

10.1 (p. 74) "Unless otherwise stated, the Contractor's work shall take place primarily at the Contractor's premises. Meetings may be conducted in person or by teleconference. AANDC will pay for the contractor's cost of travel between the Contractor's place of business and AANDC headquarters, in accordance with the Treasury Board Travel Directive, should this travel be requested by the Department."

Réponse 9



To clarify, Treaties and Aboriginal Government (TAG) has not placed restrictions on accepting bids from firms or individuals who are outside the National Capital Region (NCR). Accordingly, firms and individuals situated within Canada, upon a successful RFP, will perform work on an as and when required basis, in the location of the contractor's premises, when the services are not required by AADNC to be performed in the Capital Region or in any other location in particular. (e.g See: Appendix D, Statement of Work, SW10.1, SW12.1 (e) and SW14.4; Location for Work and Travel and Call-up Assignment and Procedure.)

Question 10

The following statement more specifically indicates work is within the NCR:

14.4 (p. 76) "Unless otherwise stated in a call-up document, the work shall be conducted in the National Capital Region (NCR). Contractors are responsible for all costs related to their personal expenses with the NCR. However, since there may be the occasional requirement to travel to other locations in Canada to conduct research on a case-by-case basis as specified within the call-up document, the travel and living expense will be paid in accordance with the Treasury Board Guidelines and will not exceed the dollar amount indicated within the call-up. The crown will not be responsible for any relocation expenses. Bidders are requested not to include within their proposal any amounts related to miscellaneous administrative expenses or for travel."

Please clarify if I am eligible for consideration for this RFP with my British Columbia location.

Réponse 10

To clarify, Treaties and Aboriginal Government (TAG) has not placed restrictions on accepting bids from firms or individuals who are outside the National Capital Region (NCR). Accordingly, firms and individuals situated within Canada, upon a successful RFP, will perform work on an as and when required basis, in the location of the contractor's premises, when the services are not required by AADNC to be performed in the Capital Region or in any other location in particular. (e.g See: Appendix D, Statement of Work, SW10.1, SW12.1 (e) and SW14.4; Location for Work and Travel and Call-up Assignment and Procedure.)

Question 11

With regard to compliance with M2 (Project summaries) and the related Annex A document, since I did not work as a contractor, how should I describe projects that I have worked on as a Senior Research Analyst? The nature of the approach is different, number of days, value of project not as cut and dried or on point (though I have good experience drafting Call-ups and identifying the number of days a contractor should require to complete a given project.)

Réponse 11



The nature of the work is still the same. Level of effort can be measured by providing answers to the Project Summaries and Annex A. If AANDC provided guidance in answering this question, it would give unfair advantage over other Bidders.

Question 12

Do I need more than two professional references?- I am thinking of my two most recent Research Managers at SCB HQ as references.

Réponse 12

The number of references is dependent on the Service Stream under which you are applying.

Question 13

Do I really need to provide copies of my university degrees? It was a long time ago, but I still have my diplomas if copies are required.

Réponse 13

Yes, copies of diplomas, copies University transcripts, will all work as well.

Question 14

I understand that I am required to provide a letter to confirm the date that I ceased employment with the Federal Civil Service. Correct?

Réponse 14

As per General Instructions to Bidders #21, the required information does not have a specific format.

Question 15

Is it required that I fill out Table M1 in Annex B and attach it to my CV?

Réponse 15

As per the instructions on Annex B, Table M1:

Depending on the chosen stream, the appropriate table must be filled for proposed Resource and submitted along with the Resource's CV.

Question 16



Do I need to replicate the standard formats such as for Table M1 in Annex B and the Team Summary and Reference Form in Annex A as they are, or may I present the information in a format that does not involve tables?

Réponse 16

Please use the tables provided so that the information is easy to locate.

Questions 17

Do I need to report my sole proprietorship registration number?

Réponse 17

No, this is not a requirement.

Question 18

Do I need a GST number for the proposal?

Réponse 18

No, this is not a requirement.

Question 19

Can you think of any other important reminders for someone in my situation at this point?

Réponse 19

It is not appropriate for AANDC to provide advice which could help individuals in a similar situation because it would provide an unfair advantage over others in dissimilar situations.

Je suis convaincu que les renseignements révisés ci-dessus aideront à la préparation des propositions à remettre pour le 25 Février 2014, 15 h, heure normal de l'Est, ou avant cette date.

Veillez agréer mes salutations distinguées,

Vera Olivier
Procurement Officer
Material and Asset Management
Aboriginal Affairs and Northern Development