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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 a Standing Offer**  
**Révision à une demande d'offre à commandes**  
Departmental Individual Standing Offer (DISO)  
Offre à commandes individuelle du département(OCID)

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Offer remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'offre demeurent les mêmes.

**Comments - Commentaires**

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

**Issuing Office - Bureau de distribution**  
Communication Procurement Directorate/Direction de l'approvisionnement en communication  
360 Albert St./ 360, rue Albert  
12th Floor / 12ième étage  
Ottawa  
Ontario  
K1A 0S5

<b>Title - Sujet</b> Consultation Services	
<b>Solicitation No. - N° de l'invitation</b> EN578-133044/C	<b>Date</b> 2014-04-14
<b>Client Reference No. - N° de référence du client</b> EN578-13-3044	<b>Amendment No. - N° modif.</b> 005
<b>File No. - N° de dossier</b> cy007.EN578-133044	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$CY-019-64893	
<b>Date of Original Request for Standing Offer</b> Date de la demande de l'offre à commandes originale 2014-03-20	
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2014-04-30</b>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Westall, Susan	<b>Buyer Id - Id de l'acheteur</b> cy007
<b>Telephone No. - N° de téléphone</b> (613) 949-8350 ( )	<b>FAX No. - N° de FAX</b> (613) 949-1281
<b>Delivery Required - Livraison exigée</b>	
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	
<b>Security - Sécurité</b> This revision does not change the security requirements of the Offer. Cette révision ne change pas les besoins en matière de sécurité de la présente offre.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Acknowledgement copy required</b>	<b>Yes - Oui</b>	<b>No - Non</b>
<b>Accusé de réception requis</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>The Offeror hereby acknowledges this revision to its Offer.</b> <b>Le proposant constate, par la présente, cette révision à son offre.</b>		
<b>Signature</b>	<b>Date</b>	
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)		
<b>For the Minister - Pour le Ministre</b>		

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This amendment is raised to answer questions from Industry:

**Question 1:**

**Under Stream A - In reference to MA.1 Experience of the firm**, the RFSO states that 'the Offeror must submit three (3) consultation project summaries completed within the last five (5) years (as of bid closing) for in-person stakeholder and citizen engagement activities and consultation.'

Would in-person stakeholder and citizen engagement activities and consultations carried out within the last 5 years by our organization in countries other than Canada (international experience) be considered admissible and meet evaluation criteria as laid out in MA. 1 and RA.1?

**Answer 1:**

Yes

**Question 2:**

**Under Stream B In reference to MB.1 Experience of the firm**, the RFSO states that 'the Offeror must submit three (3) consultation project summaries completed within the last five (5) years (as of bid closing) for online stakeholder and citizen engagement activities and consultation.'

Would online stakeholder and citizen engagement activities and consultations carried out within the last 5 years by our organization in countries other than Canada (international experience) be considered admissible and meet evaluation criteria as laid out in MB. 1 and RB.1?

**Answer 2:**

Yes

**Question 3:**

**In Appendix "1" Sample Template Stream A – Proposed Project Summary Sheet**, under the heading 'In-Person Facilitation Services' we are asked to describe how the facilitation services were provided in both official languages\* further on you stipulate that if the facilitation services were provided only in English or French, the Offeror must demonstrate their ability to provide facilitation services in both official languages.

**A)** Are offerors required to provide names of team members who will be assigned to provide bilingual or 'in-language' facilitation services as part of work resulting from this RFSO or are we to provide examples of **past experience** delivering facilitation services in either of Canada's official languages?

**B)** If international experience is admissible – is it sufficient for offerors to illustrate their ability to deliver facilitation services in either of Canada's official languages for work resulting from this RFSO as it is likely that international experience may only relate to work carried out in one language?

**Answer 3**

**A)** The Offeror must demonstrate their ability to provide facilitation services in both official languages, either by submitting examples of past experience or by demonstrating that they have the resources that

can provide all the requirements as outlined in the statement of work at A2.1.5 In-Person Facilitation Services, in both official languages.

B) Yes

**Modification 001:**

On page 110 of 115 at "APPENDIX 1 - SAMPLE TEMPLATE STREAM A - PROPOSED PROJECT SUMMARY SHEET"

DELETE:

Understanding and Approach:	<p>Describe how the Offeror understands GC requirements, processes and approaches to ensure that services and deliverables will be provided in accordance with relevant Government of Canada Acts, codes, regulations and policies. This should include opportunities and challenges in providing In-person stakeholder and citizen engagement and consultation activities adhering to GC requirements, including GC Acts, codes, regulations and policies.</p> <p>Describe the systems and processes that are in place to manage In-person consultation projects that may require the use of the same resources, how resources are assigned to projects, how timelines are managed, and the Offerors approach to quality assurance. This should also include processes in place to manage general and information security.</p>
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**Modification 002:**

On page 112 of 115 at "APPENDIX 2 - SAMPLE TEMPLATE STREAM B - PROPOSED PROJECT SUMMARY SHEET"

DELETE:

Understanding and Approach:	<p>Describe how the Offeror understands GC requirements, processes and approaches to ensure that services and deliverables will be provided in accordance with relevant Government of Canada Acts, codes, regulations and policies. This should include opportunities and challenges in providing Online stakeholder and citizen engagement and consultation activities adhering to GC requirements, including GC Acts, codes, regulations and policies.</p> <p>Describe the systems and processes that are in place to manage Onlie consultation projects that may require the use of the same resources, how resources are assigned to projects, how timelines are managed, and the Offerors approach to quality assurance. This should also include processes in place to manage general and information security.</p>
Compliance with Government of Canada Web Standards:	<p>Describe the processes and methodologies that would be used to develop test and execute the Online consultations, including how to ensure the tools and/or platforms are compliant with all GC Web Standards. This should also include proposed solutions to overcome the potential technical challenges related to GC Web Standards.</p>

Solicitation No. - N° de l'invitation

EN578-133044/C

Amd. No. - N° de la modif.

005

Buyer ID - Id de l'acheteur

cy007

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EN578-13-3044

File No. - N° du dossier

cy007EN578-133044

CCC No./N° CCC - FMS No/ N° VME

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**All other terms and conditions remain the same**