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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> 2014-04-17
<b>Client Reference No. - N° de référence du client</b> EN578-13-3044	<b>Amendment No. - N° modif.</b> 006
<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:**

On pg. 56 , the RFSO notes that one of the expectations for rated requirements under the category of Project Management is that the Offeror provide work plans and schedules. Should I append the actual work plans and schedules used for the submitted projects?

**Answer 1:**

Yes

**Question 2:**

Is it acceptable to include work samples for other categories, e.g. a discussion guide developed for one of the projects submitted as part of demonstrating experience in the Content Development category? If submitted, will such materials be included in the assessment process?

**Answer 2:**

Yes, work samples can be submitted to demonstrate experience. The work samples themselves will not be assessed other than to demonstrate the required experience.

**Question 3:**

On pg. 57, RA.2 Understanding and Approach seems to indicate that this is a separate section to be included on our response which is distinct from the projects submitted. However on pg. 111, Appendix 1, a row for Understanding and Approach is included in the Proposed Project Summary Sheet. Are we required to complete an Understanding and Approach section for each submitted project as well as including a distinct and separate section? If yes, how many points are allocated to this section for each submitted project?

**Answer 3:**

RA.2 is a separate section to be included in bidders' responses. It is distinct from the projects submitted in response to RA.1. Bidders are not required to complete an understanding and approach section for each project submitted. Refer to amendment 005, where the understanding and approach section has been removed from the proposed project summary sheet.

**Question 4:**

On pg. 56, the RFSO indicate that up to 30 bonus points per sample can be gained in Step 2 if the sample includes six categories. Given that optional service categories are given up to 15 points per project submitted, could one get an up to an additional 15 points if they were to include 5 project categories, rather than 6 – or must all 6 be included to be eligible for bonus points?

**Answer 4:**

Yes, one could get up to an additional 15 points if 5 project categories were included, and up to 30 additional points if the sample included 6 categories.

#### Question 5:

Will the Crown accept the bidder working with other companies to meet the mandatory and rated requirements stipulated in the RFP

- a. If so, will it accept the combined project experience of the participating companies to meet the mandatory and rated requirements stipulated in the RFP?
- b. If the answer no, what are the types of partnership arrangements acceptable to the Crown under this RFP?
- c. Would a joint venture be an acceptable type of partnership arrangement to the Crown?
- d. If so, what specific credentials/requirements are required to substantiate the Joint Venture?

#### Answer 5:

Only the experience of the bidder will be considered.

- a. Combined project experience will only be considered if the bid is submitted as a joint venture.
- b. See answer a.
- c. Yes.
- d. See below

#### 17 (2007-11-30) Joint Venture

1. *A joint venture is an association of two or more parties who combine their money, property, knowledge, expertise or other resources in a **single joint business enterprise**, sometimes referred as a consortium, to submit an offer together on a requirement. Offerors who submit an offer as a joint venture must indicate clearly that it is a joint venture and provide the following information:*

- a. *the name of each member of the joint venture;*
- b. *the Procurement Business Number of each member of the joint venture;*
- c. *the name of the representative of the joint venture, i.e. the member chosen by the other members to act on their behalf, if applicable;*
- d. *the name of the joint venture, if applicable.*

2. *If the information is not clearly provided in the offer, the Offeror must provide the information on request from the Standing Offer Authority.*

3. *The offer and any resulting standing offer must be signed by all the members of the joint venture unless one member has been appointed to act on behalf of all members of the joint venture. The Standing Offer Authority may, at any time, require each member of the joint venture to confirm that the representative has been appointed with full authority to act as its representative for the purposes of the RFSO and any resulting standing offer. If a standing offer is issued to a joint venture, all members of the joint venture will be jointly and severally or solidarily liable for the performance of any contract resulting from a call-up against the standing offer.*

Solicitation No. - N° de l'invitation

EN578-133044/C

Client Ref. No. - N° de réf. du client

EN578-13-3044

Amd. No. - N° de la modif.

006

File No. - N° du dossier

cy007EN578-133044

Buyer ID - Id de l'acheteur

cy007

CCC No./N° CCC - FMS No/ N° VME

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**Question 6:**

As per Amendment #05, Modification #001 and #002 is the Crown also eliminating the point rated criteria that corresponds to these sections? (RA.2, RB.2 and RB.3)?

**Answer 6:**

No. These sections were removed from the proposed project summary sheets only. Bidders must still respond to rated criteria RA.2, RB.2 and RB.3.

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