

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions Travaux
publics et Services gouvernementaux Canada**
PO Box 1408, Room 100
167 Lombard Ave.
Winnipeg
Manitoba
R3C 2Z1
Bid Fax: (204) 983-0338

SOLICITATION AMENDMENT MODIFICATION DE L'INVITATION

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

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

Comments - Commentaires

REFERENCE AANDC FILE #A0332-143784

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

Issuing Office - Bureau de distribution
Public Works and Government Services Canada -
Western Region
PO Box 1408, Room 100
167 Lombard Ave.
Winnipeg
Manitoba
R3C 2Z1

Title - Sujet Document Disclosure - LAC	
Solicitation No. - N° de l'invitation A0332-130016/A	Amendment No. - N° modif. 002
Client Reference No. - N° de référence du client A0332-130016	Date 2014-04-25
GETS Reference No. - N° de référence de SEAG PW-\$WPG-202-8968	
File No. - N° de dossier WPG-4-37004 (202)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-05-26	Time Zone Fuseau horaire Central Daylight Saving Time CDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Kozak, Tammy	Buyer Id - Id de l'acheteur wpg202
Telephone No. - N° de téléphone (204) 984-8825 ()	FAX No. - N° de FAX (204) 983-7796
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

Solicitation No. - N° de l'invitation

A0332-130016/A

Amd. No. - N° de la modif.

002

Buyer ID - Id de l'acheteur

wpg202

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

A0332-130016

File No. - N° du dossier

WPG-4-37004

CCC No./N° CCC - FMS No/ N° VME

This Amendment #001 is raised to modify Solicitation #A0332-130016 as follows:

1. Refer to Annex B – Basis of Payment and

DELETE: in it's entirety

INSERT:

ANNEX "B"

BASIS OF PAYMENT

1. INSTRUCTIONS

- 1.1 It is **MANDATORY** that bidders submit firm all inclusive rates for the period of the proposed contract. All fixed, all-inclusive rates and prices must include all payroll, overhead costs and profits to complete the work
- 1.2 Should there be an error in the extended pricing of the bid, the unit pricing will prevail and the extended pricing will be corrected in the evaluation.
- 1.3 GST, if applicable, is not included and is to be shown as a separate item on any resulting invoice. Payment will be made in accordance with the following pricing.
- 1.4 Appendix B1, Financial Evaluation Example, provides an example of how the financial Evaluation will be performed.
- 1.5 Bidders **MUST** provide rates for all categories.
- 1.6 All prices and costs quoted must be in Canadian Dollars (CAD).
- 1.7 Bidders are requested to insert "\$0.00" for any item for which it does not intend to charge or for items that are already included in other prices set out in the tables. If the Bidder leaves any price blank, Canada will treat the price as "\$0.00" for evaluation purposes and may request that the Bidder confirm that the price is, in fact, \$0.00. No bidder will be permitted to add or change a price as part of this confirmation. Any Bidder who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.

2. DEFINITIONS

2.1 Definition of a Day/Proration

For the purpose of this Contract, a day is defined as 7.5 hours of work, exclusive of meal breaks. Payment will be made for days actually worked, with no provision for annual leave, statutory holidays and sick leave. If time worked is more or less than a day, the fixed daily rate must be prorated to reflect the actual time worked.

The formula is as follows: Hours worked X applicable firm per diem rate

7.5 hours

2.2 Travel & Living Expenses

Canada will not accept any travel and living expenses incurred by the Contractor as a consequence of any relocation required to satisfy the terms of the Contract.

All travel within the National Capital Region will be at the Contractor's expense.

If requested to do so by Canada, Canada will reimburse the Contractor for pre-authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle, and incidental expenses provided in Appendices B, C, and D of the Treasury Board Travel Directive, and with the other provisions of the

directive referring to "travellers", rather than those referring to "employees". All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.

2.3 Overtime Work

All proposed personnel must be available to work outside normal office hours during the duration of the Contract. No overtime charges will be authorized under this Contract.

2.4 Direct Charges:

Direct charges for consumable material, specific supplies and components must be charged at actual cost without mark-up and without allowance for overhead or profit. All charges must be supported by receipts or other documentation approved by AANDC. Canada will not purchase or reimburse scanning or similar equipment for this contract.

3. FINANCIAL EVALUATED TOTAL

The financial evaluation consists of two pricing schedules (A. Personnel and B. Data Storage)

For Pricing Schedule A. Personnel - Weighting of 95%

- Bidders all inclusive per diem rates for each resource category (Column B) will be multiplied by the weighting factor (Column C).
- The Weighted average per diem rate (Column D) for each resource category will be added together to equal the PART A - Bidder Weighted Total.

For Pricing Schedule B. Data Storage - Weighting of 5%

The rate quoted for the monthly per GB will be multiplied by the weighting factor of 5% to equal the PART B - Bid

Financial Evaluation Total

TOTAL Pricing Schedule A - Personnel - Bidder Weighted Total -	\$	add
TOTAL Pricing Schedule B - Data Storage - Bidder Weighted Total -	\$	
TOTAL FOR FINANCIAL EVALUATION	\$	

See Appendix B1 for an example of the financial evaluation

4. PRICING SCHEDULES - 2 Categories Personnel and Data Storage

The Bidder hereby offers to perform and complete the work for the all-inclusive prices and per diem rates indicated below. NOTE: If the option period is exercised, pricing for the option period must remain the same as the Contract pricing.

PART A - PERSONNEL

Resource Category	Contract Period Per Diem Rate	For Evaluation Purposes	
		Weighting Factor Weighted Average Per Diem Rate	
(A)	(B)	(C) *	(D) *
Senior Project Manager	\$_____	5%	\$_____
On site Project Co-Ordinator	\$_____	5%	\$_____
Imaging and Scanning Lead	\$_____	5%	\$_____
Technical Lead	\$_____	5%	\$_____
Historical Researcher	\$_____	40%	\$_____
Scanning Team Member	\$_____	20%	\$_____
Metadata Taggers/Indexers:	\$_____	20%	\$_____
PART A - Bidder Weighted Total [Calculated as the sum of all items in column D above]			\$_____

PART B - DATA STORAGE

Description	Per GB
Monthly Data Storage	\$_____
The price per GB multiplied by 5% equals PART B - Bidder Weighted Total	\$_____

* The Weighted Average Per Diem rate and Weighting are used ONLY for the purposes of establishing the Bidder's Weighted Total for the Financial Evaluation.

Actual payment will be based on services rendered and invoices submitted by the Contractor.

APPENDIX B1**FINANCIAL EVALUATION EXAMPLE**

Rates are provided for example only and are not reflective of actual rates.

Pricing Schedule A - Personnel

(A)	(B)	(C) *	(D) *
Project Manager	\$600.00	5%	\$30.00
On site Project Co-ordinator	\$500.00	5%	\$25.00
Imaging and Scanning Lead	\$300.00	5%	\$15.00
Technical Lead	\$400.00	5%	\$20.00
Historical Researcher	\$375.00	40%	\$150.00
Scanning Team Member	\$350.00	20%	\$70.00
Metadata Taggers/Indexers:	\$200.00	20%	\$40.00
Bidder Weighted Total <i>[Calculated as the sum of all items in column D above]</i>			\$350.00

Pricing Schedule B - Data Storage

Per GB price	\$25.00	5%	\$1.25
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TOTAL Pricing Schedule A - Personnel - **\$350.00**

TOTAL Pricing Schedule B - Data Storage - **\$ 1.25**

TOTAL FOR FINANCIAL EVALUATION **\$351.25**

WEIGHTED TECHNICAL SCORE	<u>Bidder's Total Technical Score</u> 460 x 70	/70
WEIGHTED FINANCIAL SCORE	<u>LOWEST Total Assessed Price</u> Bidder's Total Assessed Price x 30	/30
BIDDER TOTAL SCORE	Weighted Technical Score (/70) + Weighted Financial Score (/30)	/100 <i>Top Ranked Bidder represents Best Value</i>

ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME

