

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving - PWGSC / Réception des soumissions**  
**- TPSGC**  
**11 Laurier St. / 11, rue Laurier**  
**Place du Portage, Phase III**  
**Core 0A1 / Noyau 0A1**  
**Gatineau**  
**Québec**  
**K1A 0S5**  
**Bid Fax: (819) 997-9776**

## **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**

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

**Issuing Office - Bureau de distribution**  
Informatics Professional Services Division / Division  
des services professionnels en informatique  
11 Laurier St., / 11, rue Laurier  
3C2, Place du Portage  
Gatineau  
Québec  
K1A 0S5

<b>Title - Sujet</b> TBIPS-DRMIS SUPPORT TEAM	
<b>Solicitation No. - N° de l'invitation</b> W8486-140158/A	<b>Amendment No. - N° modif.</b> 001
<b>Client Reference No. - N° de référence du client</b> W8486-140158	<b>Date</b> 2014-05-23
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$ZM-612-27636	
<b>File No. - N° de dossier</b> 612zm.W8486-140158	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2014-06-03</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Dooley, Ian	<b>Buyer Id - Id de l'acheteur</b> 612zm
<b>Telephone No. - N° de téléphone</b> (819) 956-1357 ( )	<b>FAX No. - N° de FAX</b> (819) 956-1156
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

Solicitation No. - N° de l'invitation

W8486-140158/A

Amd. No. - N° de la modif.

001

Buyer ID - Id de l'acheteur

612zm

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

W8486-140158

File No. - N° du dossier

612zmW8486-140158

CCC No./N° CCC - FMS No/ N° VME

**1. In the English version of the RFP only:**

**Delete:**

Pages 2 of 7 to 7 of 7.

**2.** At Attachment 4.2, "Pricing Schedule," replace "**Firm Per Diem Rate or Median Rate whichever is higher**" with "**Firm Per Diem Rate or Lower Median Band Limit whichever is higher**" in column "D" of the tables for Contract Period Year 1 (CP1), Contract Period Year 2 (CP2), Contract Period Year 3 (CP3) and Option Period 1 (OP1).

**QUESTIONS AND ANSWERS**

Q1

We request to know if there is an incumbent and if so, the start and end dates of their contract and the dollar amount.

A1

There is a task under an existing task authorization with ADGA. Currently the task is for eleven (11) resources for a period of five (5) months ending 29/Aug/2014, for a total value of \$500 K.

Q2

Would the crown also please explain why a contract of this size and complexity is not being posted for the 45 day that is required?

A2

The minimum bidding period required for TBIPS Tier 2 requirements is 20 calendar days.

Q3

Will the Crown please extend this solicitation closing date to the minimum 45 days required by Treasury Board?

A3

Canada will not be extending the closing date at this time.

Q4

With respect to the subject solicitation, would you please tell us if this is a new requirement or if there is an incumbent performing this work or a portion of this work currently. If so, can you please provide the company name, the current contract value and the term of that contract?

A4

Please see Answer 1.

Q5

On December 4<sup>th</sup>, 2013 a Draft RFP W8474-126279 was released. Is the subject solicitation in any way connected to the Draft RFP W8474-126279, and will it be affected by it once that RFP is released and awarded?

A5

This solicitation is not related to draft RFP W8474-126279.

Q6

Ref **RFP Part 6, pg 22/98**: The title to this section is “**PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS**”, however we cannot find any financial requirement. Does Canada have any financial requirement that has to be met by a bidder? As it stands now, a bidder could not be financially viable enough to be able to retain resources, yet could win the competitive process. This creates unnecessary risk to Canada. Would Canada consider a financial viability clause, or the submission of audited financial statements?

A6

Under the TBIPS SA, suppliers must meet or exceed certain financial criteria before they are awarded a SA. As this RFP is soliciting bids from Tier 2 TBIPS SA Holders, Canada will not be imposing any additional financial requirements on the bidders.

Q7

Ref **RFP Section 3.2 (iv): For Previous Similar Projects** provides information to bidders regarding their similar projects. In the draft RFP, the evaluation criteria included the requirement for corporate reference projects. In the current RFP there is no requirement for corporate reference projects. This implies that the bidder is not evaluated other than by the personnel resumes submitted. The ability to supply resources is not evaluated either by the process that the successful bidder follows to obtain and retain resources or by proven experience on other contracts. This could potentially place Canada at risk with an inexperienced or small contractor who conceivably not have the experience or the resource supply capability needed for this contract. Would Canada reinstate the evaluation requirement for corporate reference projects as contained in the Draft RFP to reduce the risk to Canada?

A7

This solicitation is not related to W8474-126279/B RFI for DRMIS Professional Services Follow-on Support, dated 2013-12-04.

Q8

Ref **RFP 3.1 (a) Copies of Bid**. Would Canada accept the softcopy on a USB stick as an alternative to the CD requested? The USB memory stick is a ‘greener’ alternative in that it can be re-used whereas a CD is not reusable.

A8

Yes, bidders may submit soft copies on either a CD or USB stick.

Q9

Ref **RFP Cover page**: Given that Victoria Day is within the bid period, and that a substantial number of resources with specialized skills are needed, we respectfully request an extension to July 3, which also takes into account the Canada Day statutory holiday?

A9

Canada will not be extending the closing date at this time.

Q10

Ref **RFP 3.2(v) (E)** For a resource currently engaged on an assignment that is ongoing, the end date is undefined. Would Canada accept experience to the end of June, given that the RFP is likely to be extended to the end of June?

A10

For ongoing work, the end date of the project will be considered to be the Date of Bid Closing

Q11

Ref **RFP 3.3 (a) Section II: Financial Bid**. This section requires GST or HST shown separately, if applicable. The form in **Attachment 4.2, Pricing Schedule** does not have a provision for GST/HST. Given that GST/HST is not under the control of the bidder, would Canada modify 3.3 (a) to remove the complete sentence **"The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable."**?

A11

No, 3.3(a) is asking bidders to propose firm, all inclusive per diem rates that are exclusive of tax.

Q12

Ref **RFP Duplicate pages** - Page 2 of 7 through to and including Page 7 of 7 appear to be duplicated as page 1 of 98 through to and including page 6 of 98. Would Canada delete Page 2 of 7 through to and including Page 7 of 7 so that there is only one definitive version.

A12

In the English version of the RFP only, delete pages 2 of 7 through 7 of 7.

Q13

Ref **RFP Section 3.2 (iv): For Previous Similar Projects** includes the phrase **"(and cannot include the experience of any proposed subcontractor or any affiliate of the Bidder)"**. In today's global economy, and business environment, global companies are frequently broken down for tax and regulatory purposes into subsidiary companies. Where the experience of the affiliated subsidiary companies is available to the bidder, would Canada agree to changing the phrase to: **"(and cannot include the experience of any proposed subcontractor or any affiliate of the Bidder)"**

A13

No, the experience claimed must be that of the Bidder and solely the Bidder.

Q14

Ref **RFP 7.5 (b)** states, in part: **"The Contractor personnel requiring access to PROTECTED/CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of RELIABILITY STATUS, CONFIDENTIAL or SECRET as required, granted or approved by CISD/PWGSC."** As well, the SRCL has tick marks in the boxes for Reliability, Confidential, and Secret. What is unclear to us is which of the three levels is required for the resources that are submitted for evaluation. Would Canada specify what clearance level is required for each resource submitted for evaluation?

A14

Secret clearance is required for all Contractor personnel.

Q15

Ref **RFP 3.2 (vi) Customer Reference Contact Information** states, in part: **"If the named individual is unavailable when required during the evaluation period, the Bidder may provide the name and contact information of an alternate contact from the same customer."**

and

Ref **RFP 4.2 (b) Reference Checks** (i) and (ii) states, in part:

**(i) Canada will send all email reference check requests to contacts supplied by all the Bidders on the same day using the email address provided in the bid. Canada will not award any points unless the response is received within five working days of the date that Canada's email was sent.**

**(ii) If Canada does not receive a response from the contact person within the 5 working days, Canada will not contact the Bidder and will not permit the substitution of an alternate contact person.**

As we understand it, there is a conflict between these two clauses, as one permits an alternative contact, the other does not. Given that the contact references are people who become ill, take vacations and could potentially be away from work for any number of reasons, we find the above requirement to be unrealistic and arbitrary, as well as out of control of the bidder. Would Canada revise the affected section of 4.2 to read:

**(i) Canada will send all email reference check requests to contacts supplied by all the Bidders on the same day using the email address provided in the bid. Canada will not award any points unless the response is received within five working days of the date that Canada's email was sent.**

**(ii) ~~If Canada does not receive a response from the contact person within the 5 working days, Canada will not contact the Bidder and will not permit the substitution of an alternate contact person.~~ If the named individual is unavailable when required during the evaluation period, the Bidder may provide the name and contact information of an alternate contact from the same customer.**

Furthermore, the TA process in **Appendix A to Annex A - Tasking Assessment Procedure 3.** (page 80 of 98) is different again. It would seem logical to have the same rules for the same process of checking references. Would Canada modify **Appendix A to Annex A - Tasking Assessment Procedure 3** to read similarly?

A15

Section 4.2 (b)(i) of the RFP outlines the procedure for checking the references supplied by Bidders during the Bid Evaluation. 4.2(b)(ii) makes clear that Canada has no obligation to contract the Bidder during that five day period should the reference supplied not respond. It also makes clear that should the original reference not respond during the five day period, the bidder will not be able to substitute an alternate contact person, nor will the Bidder be given additional time for a response.

Appendix A to Annex A outlines the process for checking references for resources not named in the bid and required after the award of a contract when the winning bidder is responding to a Task Authorization.

Q16

**Ref RFP 7.16 Controlled Goods Program - SACC Manual Clause A9131C (2011-05-16) Controlled Goods Program.** We understand this SACC clause to be included in the RFP and resulting contract by reference. However, it is unclear if the resources will have a requirement for registration under the Controlled Goods Program or not. Would Canada explicitly state if a) the bidder and b) which of the resources are required to be registered, and by what date (bid submission date, contract award date, as required by a TA)?

A16

The Contractor must be registered, excluded or exempt under the Controlled Goods Program. If the Contractor is not registered, excluded or exempt under the Controlled Goods Program, they must ensure the required applications for registration or exemption are submitted to the Controlled Goods Program within seven working days of written notification of contract award.

Q17

Ref **RFP 7.22 Access to Canada's Property and Facilities** states: "Canada's property, facilities, equipment, documentation, and personnel are not automatically available to the Contractor. If the Contractor would like access to any of these, it is responsible for making a request to the Technical Authority. Unless expressly stated in the Contract, Canada has no obligation to provide any of these to the Contractor. If Canada chooses, in its discretion, to make its property, facilities, equipment, documentation or personnel available to the Contractor to perform the Work, Canada may require an adjustment to the Basis of Payment and additional security requirements may apply."

and

Ref **SOW 7.1** states, in part: **7.1 The Contractor must be available on-site at DND facilities within the National Capital Region five (5) days per week in the office space provided by the TA.** These two statements appear to be in conflict. Would Canada delete RFP 7.22?

A17

Canada will not delete Section 7.22 as they are not in conflict.

Q18

Ref **Attachment 4.2 (page 77/98) Pricing Schedule** has the column (D) heading "**Firm Per Diem Rate or Median Rate whichever is higher**". Since the bidder has no idea of the median rate, would Canada change the column heading to be "**Firm Per Diem Rate**"?

A18

No, as the lower median band rate which is calculated for each category and period may be inserted here in accordance with Section 4.3(b) of the RFP.

Q19

If Q14 is not accepted, then

Ref **Attachment 4.2 (page 77/98) Pricing Schedule** has the column (D) heading "**Firm Per Diem Rate or Median Rate whichever is higher**" should be modified to read "**Firm Per Diem Rate or Median Rate less 20% whichever is higher**" to align with **RFP 4.3 (b) Firm per Diem Median Rate Evaluation Method**, which specifies minus 20%.

Q19

At Attachment 4.2, "Pricing Schedule," replace "**Firm Per Diem Rate or Median Rate whichever is higher**" with "**Firm Per Diem Rate or Lower Median Band Limit whichever is higher**" in column "D" of the tables for Contract Period Year 1 (CP1), Contract Period Year 2 (CP2), Contract Period Year 3 (CP3) and Option Period 1 (OP1).

Q20

Ref **RFP 4.3 (b) Firm per Diem Median Rate Evaluation Method**. The Attachment 4.2 Pricing Schedule has rates for each of the 3 years making up the Initial Contract Period. What is unclear is how the three rates will be combined (sum, average?) to arrive at the bid price to which the median pricing rules will be applied. In other RFP's this has been applied on a per category, per year basis, which would appear to be the logical choice.

A20

The median rates are to be determined on a per category, per year basis. The firm per diem rates provided by the bidder, or the lower median band rate as explained in 4.3(b) for each category and period will then be summed to obtain the Total Cost per period. The Total Bid

Price which will be used to identify the winning bidder is the sum of the Total Cost for each period (CP1 + CP2 + CP3 + OP1 = Total Bid Price) as indicated in Attachment 4.2.

Q21

Is there currently, or has there been resources performing this or similar services? If so, please provide the company name(s), contract duration(s), and dollar value(s).

A21

Please see Answer 1.

Q22

Is this RFP separate from the W8474-126279 RFI for DRMIS Professional Services Follow-on Support draft rfp dated 2013-12-04?

A22

Yes.

Q23

Are the requested services for the above referenced solicitation currently being provided or have they been provided previously? If so, please identify the means by which such services have been supplied (e.g., direct and or term employee, personal services contract, or contracted services through a company). If the services were contracted through a company, please provide the name of the contractor and the duration and dollar amount of the contract(s).

A23

Please see Answer 1.

Q24

We assume that the bidder is required to profile only one resource for each of the 14 resources categories. Please confirm or clarify.

A24

Yes, please profile one resource per category and level when responding to the RFP.

Q25

Due to the number of resources that must be submitted with the proposal as well as the complexities of the requirements the Bidder respectfully requests a minimum 2 week extension to the current bid closing date of June 3, 2014.

A25

Canada will not be extending the closing date at this time.

Q26

**Question:** Please identify whether there is or has been in the past, a company or individual performing similar or related work? If so, through which company, what was the contract value, and how long were they performing the services under the contract (i.e.: length of initial contract and any extensions)?



A26

Please see Answer 1.

**ALL OTHER TERMS AND CONDITIONS OF THE BID SOLICITATION REMAIN THE SAME**