

## Title: Supply Arrangements for Technical Services

### A. AMENDMENT TO THE REQUEST FOR SUPPLY ARRANGEMENTS

1. In Section 1 (ii): DATA SHEET  
Definition (r) 7.3: The RFSA closing Date is **November 12, 2014 at 14:00hrs**, Eastern Standard Time (EDT).
2. In RFSA Section 5, Evaluation Criteria, under "Total points for Criterion 1" **REPLACE** " /100" **WITH** " /70" points.
3. \*\*\*\*In English version of the RFSA only \*\*\*\*  
In the RFSA Section 5, Evaluation Criteria, sub-criterion R 3.1, under Scoring section, **REPLACE** "(up to (60) points per assignment, maximum 160 points)" **WITH** "(up to (60) points per assignment, maximum 180 points)".
4. \*\*\*\*In the French version of the RFSA only\*\*\*\*  
In Tech-4B, Instructions à l'intention des soumissionnaires, **REPLACE** the reference to "Tech-4C" **WITH** "Tech-4B".
5. \*\*\*\*In the English version of the RFSA only\*\*\*\*  
In Form Tech-4B, Guidance to Bidders, **REPLACE** the reference to "Tech-4C" **WITH** "Tech-4B"

### B. QUESTIONS AND ANSWERS

#### Question 1:

Please confirm if for Sector 4: Institutional Performance and Relationships, requires other sector (Health, Extractives and Child protection) experience as well, or if the bidder only needs to show experience in Institutional Performance and Relationships as defined in RFSA.

#### Answer 1:

As indicated in Section: 1(i) Instructions to Bidders (ITB) paragraph 1.4, Bidders are invited to submit separate proposals for each Sector. Sectoral experience should only be demonstrated for the Sector in which the individual is proposed.

#### Question 2:

a) As a foreign registered company, we do not have a Canadian Procurement Business Number. Does this preclude us from an Institutional Submission?

b) We have individual consultants (Canadian and Non-Canadian) on our employment who would qualify as experts in one of the categories - am I right to read that we would still need a Procurement Number for those submissions?

#### Answer 2:

a) Not having a Procurement Business Number (PBN) does not preclude a company from submitting a proposal, However, in accordance with RFSA Section 1 (i) Instructions to Bidders (ITB) paragraph 13.1, all Bidders, both Canadian and foreign, must have a PBN before they can

be issued a Supply Arrangement (SA) with DFATD. Please refer to the website to register:  
<https://srisupplier.contractsCanada.gc.ca/>.

b) A PBN is only required for the Bidder, not for each Proposed Individual.

**Question 3:**

During my career I managed programmes and supervised staff teams in many sectors and countries. However, I need to know very clearly if any of my work when I was a Programme Officer, Manager, Director and Senior Director will qualify as "Technical Services" as defined in this RFP.

**Answer 3:**

All Bidders will be evaluated against the Evaluation grid, RFSA Section 5, Evaluation Criteria. DFATD cannot make a determination based on position title alone. Work as a programme officer, manager, director or senior director, etc., may qualify as "technical services" if the Bidder can demonstrate that the proposed individual was directly responsible for the provision of subject matter expertise in the specific sector for which they are submitting a proposal.

**Question 4:**

When SA RFPs are issued against specific sectors, must a bidder only propose the qualified/available individuals which formed part of their initial bid? If so, wouldn't this imply that DFATD assumes the individuals will be available at any given time?

**Answer 4:**

If a Bidder chooses to respond to an SA RFP, they could only propose Qualified individuals to carry out the services, with the exception of sub-contracted Ad-hoc resources, if specified in the SA RFP (reference SA Section 1: General Information, definition of Qualified Individual & paragraph 5.3, Solicitation processes; GC 4.1.1 & GC 4.1.2).

It is not expected that individuals will be available at any given time, however, at the time of bidding on an SA RFP, proposed Qualified Individuals would need to be available in order to respect the Proposal Validity requirements (reference ITB SA RFP 6.1).

**Question 5:**

In the RFSA, only two forms are given, namely, FORM TECH-4A and 4B. Where can I download the rest of the forms for application? It would be easier to type in the information and then print out for submission instead of hand-writing on printed forms.

Note: In Form TECH-4B it also says TECH-4C. Is this an error?

**Answer 5:**

Forms TECH-1, TECH-2, TECH-3 and TECH-4C are not available for download at this time. Tech 4B should not include any reference to TECH-4C in the Guidance to Bidders. Please see Amendment above.

**Question 6:**

(a) Since form TECH-4A is for the applicant's CV and the limit is 4 pages, can I assume the subsection on Sectoral Experience (last part of the form) would be repeated for all the relevant assignments in the past 15 years?

(b) Since my work experience in the government was by project, can I assume the word "assignment" in form TECH-4A means project in my case?

# Addendum 1

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(c) My consulting work has been mostly by contract. Therefore, can I assume assignment in the form means contract in my case?

**Answer 6:**

a) Yes, as indicated in the Note for this section of TECH-4A, the Bidder should use the format provided to present each Technical Services assignment during the last 15 years demonstrating their sectoral experience.

b & c) Please refer to the definition of "Assignment" in Section 5, Evaluation Criteria: *"a mandate with specific duties, deliverables and specific period, which involved a level of effort of at least one (1) month on the part of the Proposed Individual. An assignment can be part of a full-time job."*

**Question 7:**

(a) Since form TECH-4B for demonstration of proposed individual's capabilities is by assignment, it seems to be an extension of form TECH-4A but with a focus on methodology used by the proposed individual in carrying out the assignment. The question is whether assignments in form 4B must cover all assignments in form 4A? If so, form 4B can be quite long as I had numerous projects while I was with the government, unless I am allowed to group the projects filled out in form 4A?

(b) Is it possible to see an example FORM TECH-4A and 4B?

**Answer 7:**

a) No. Only three (3) different Technical Services assignments (per the definition of "Assignment" noted above) should be presented using TECH-4B in order to respond to Section 5, Evaluation Criteria, Criterion 3.

b) No.

**C. ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.**