



RETURN BIDS TO : - RETOURNER LES SOUMISSION À:

Canada Revenue Agency
Agence du revenu du Canada
See herein / Voir dans ce document

Proposal to: Canada Revenue Agency
We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein and/or attached hereto, the goods and/or services listed herein and on any attached sheets at the price(s) set out therefor.

Proposition à : l'Agence du revenu du Canada
Nous offrons par la présente de vendre à Sa Majesté la Reine du Chef du Canada, en conformité avec les conditions énoncées dans la présente incluses par référence dans la présente et/ou incluses par référence aux annexes jointes à la présente et ci-jointes, les biens et/ou services énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).
Bidder's Legal Name and Address - (ensure the Bidder's complete legal name is properly set out)
Raison sociale et adresse du Soumissionnaire - (s'assurer que le nom légal au complet du soumissionnaire est correctement indiqué)

Blank lines for bidder information

Bidder is required to identify below the name and title of the individual authorized to sign on behalf of the Bidder - Soumissionnaire doit identifier ci-bas le nom et le titre de la personne autorisée à signer au nom du soumissionnaire

Name /Nom

Title/Titre

Signature

Date (yyyy-mm-dd)/(aaaa-mm-jj)

() Telephone No. - No de téléphone

() Fax No. - No de télécopieur

E-mail address - Adresse de courriel

AMENDMENT TO REQUEST FOR PROPOSAL / MODIFICATION DE DEMANDE DE PROPOSITION

Form containing fields: Title - Sujet (Ergonomic Services), Solicitation No. - No de l'invitation (1000320941), Date (December 17, 2014), Amendment No. - N° modif. (003), Solicitation closes - L'invitation prend fin (on - le 2015-02-02 at - à 2:00 P.M. / 14 h), Time zone - Fuseau horaire (EST /HNE Eastern Standard Time/ Heure Normale de l'Est), Contracting Authority - Autorité contractante (Name - Nom Henrique Carrera, Address - Adresse - See original document/ voir document original, E-mail address - Adresse de courriel - henrique.carrera@cra-arc.gc.ca), Telephone No. - No de téléphone (613) 946-8178, Fax No. - No de télécopieur (613) 948-2459, Destination - Destination (See herein / Voir dans ce document), THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT. LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE EN MATIÈRE DE SÉCURITÉ.



SOLICITATION AMENDMENT # 003

This solicitation amendment is raised to:

1. Address the following questions submitted during the solicitation period as per RFP; and
2. Amend the RFP.

1. QUESTIONS AND ANSWERS

Question 13.

Related to page 5 of Amendment 001, section 2.1, may we request that the Closing Date be extended by one additional business day to Tuesday, February 3, 2015 at 2:00 PM EDT to allow for overnight courier delivery? Specifically, we would like to send our bid by overnight courier which will be sent out on February 2, 2015 and would arrive in Ottawa on Tuesday, February 3, 2015 by 2:00 PM EDT.

Answer 13.

The CRA must adhere to an aggressive timeline; as a result the CRA is unable to consider another extension.

Question 14.

Related to Attachment 3: Financial Proposal, may we request a copy of pages 53-67 in Word format?

Answer 14.

An MS Word version of Attachment 3: Financial Proposal has been added to the documents list on Buy and Sell.

Question 15.

Page 35 Mandatory Criteria MT1 and Page 39 Point Rated Criteria R1.2 – For clarity, when respondents are reporting the number of client organizations for which they have provided ergonomic services as outlined in the statement of work (SOW) for each CRA Region, will all Federal Government departments (e.g. Correctional Services Canada, Transport Canada) be considered as a single client organization. If so, should this be defined as "Government of Canada"?

Answer 15.

No. The bidder may identify each federal department as a single client organization.

Question 16.

Page 86 - Statement of Work (SOW) - CRA has identified in the SOW that the Contractor must provide a health practitioner to complete industrial assessments or ergonomic subject matter expertise, in the specified locations listed in Appendix F - List of CRA Locations. The requisite qualifications for health practitioners providing an industrial assessment or ergonomic subject matter expertise must:

- be an accredited Ergonomist - Canadian Certified Professional Ergonomist or have a Certified Professional Ergonomist designation;
- have conducted a minimum of 10 non-office environment assessments (e.g. industrial) within the last two (2) years to clients;
- have conducted 25 or more office ergonomic assessments within the last two (2) years to clients.

A review of the Canadian College for the Certification of Professional Ergonomists (CCCPE) website identifies only 182 individuals across the country that have obtained the CCPE designation. Upon review, the majority of these individuals do not work in private consulting practice thus limiting timely and economical access to this resource on the national scope CRA has requested. Successful ergonomic services and programs are provided by more than CCPE or CPE designates, which represent a handful of people across the country.



Would CRA consider replacing the requirement of a CCPE or CPE designation and accept the qualifications/experience obtained through a post secondary degree in Kinesiology or Occupational Therapy in addition to the experience requirements outlined, to complete the industrial ergonomic services as outlined in this RFP?

Answer 16.

No. The Canada Revenue Agency will not amend the qualifications. The bidder must have an accredited Ergonomist to provide oversight and quality assurance. This resource could be used for the few industrial assessments that may be requested.

Question 17.

Page 27, Section 7.11 (3) - Does a Virtual Private Network (VPN) meet this criteria of guaranteed routing? A VPN would force encryption between CRA and the respondents' computer. Alternatively, does CRA currently have a direct circuit in place with a major Telecom Organization (e.g. Bell, Telus et al) to facilitate the guaranteed routing requirement? If so, will the respondent be provided access to this direct circuit to meet the stated requirement?

Answer 17.

CRA uses many different technologies being Virtual Private Network (VPN) one of them; however, the use of these technologies must be authorized and is intended for provisional use to meet specific CRA requirements, therefore, they are not a fit for this requirement.

Question 18.

Attachment 3 Financial Proposal – Is it possible to provide a word copy of the Financial Proposal?

Answer 18.

An MS Word version of Attachment 3: Financial Proposal has been added to the documents list on Buy and Sell.

Question 19.

Attachment 5 Former Public Servant Certification – If a current resource is also working as a casual civilian for the RCMP, is there a place for the bidder to declare this?

Answer 19.

If the above mentioned resource is not a former employee of any federal department (including the Canadian Armed Forces and the Royal Canadian Mounted Police) in receipt of a pension, then it is not considered a former public servant and it doesn't apply.

If the bidder (or if the resource has a controlling interest in the entity submitting the bid, which again, would make them the Bidder) is a former employee of any federal department (including the Canadian Armed Forces and the Royal Canadian Mounted Police) in receipt of a pension, then it is considered a former public servant situation.

Question 20.

In Annex A, Section 13 part 3 under Contractor Qualifications and in Appendix D the CRA has indicated that the Health Practitioner providing industrial ergonomic assessments, ergonomic subject matter expertise and/or Tier 2 quality assurance must be an Accredited Ergonomist holding a CCPE or CPE designation.

The CCPE or CPE designation is not a legal requirement to perform ergonomic assessments in any jurisdiction in Canada and will exclude many highly qualified ergonomists.

We request that the qualification for the ergonomic subject matter expertise be changed from CCPR or CPE designation to a Regulated Health Professional.

A Regulated Health Professional is a member of a professional college and regulated by provincial legislation.



Answer 20.

See answer to question 16.

Question 21.

SOW 13 – Can you please identify which regions/locations have requirements for Industrial Ergonomic assessments?

Answer 21.

Industrial ergonomic requests could be required by any of the CRA offices listed in the RFP (Reference: Statement of Work – Appendix F).

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED