



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 (Health Assessment and Accomodation Services), Solicitation No. - No de l'invitation (1000321252), Date (December 24, 2014), Amendment No. - N° modif. (002), 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), and a security requirement notice.



## SOLICITATION AMENDMENT # 002

This solicitation amendment is raised to:

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

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### 1. QUESTIONS AND ANSWERS

#### Question 5.

Related to Mandatory Technical Criteria 2 (M2), we would like to clarify that since one single client may not contract for all three services, can we name a different client company for each service by region? For example, for the Quebec Region: provision of Psychoeducational Assessments for Client A, provision of Fitness to Work Evaluations for Client B, and provision of WCB Guidance for Client C.

#### Answer 5.

The bidder must be able to demonstrate that they have provided Health Assessment and Accommodation Services in a minimum of three (3) different regions. It is not necessary for those services to have been provided to the same client in the region.

#### Question 6.

Related to Mandatory Technical Criteria 2 (M2), we would like to clarify that In terms of accepting experience as a primary Contractor, would CRA accept this experience if the services were outsourced to our company by a third party broker? For example: a Human Resource Consulting company holds the overall Human Resources contract with the client, but the Health Assessment and Accommodation Services have been outsourced to our company. Thus, the client knows our company name, holds our company responsible for all Service Levels and Quality, and our company name is on every correspondence with the client.

#### Answer 6.

No, a bidder to this RFP that has only provided the services as a subcontractor will be considered non-compliant.

The CRA is looking for Bidders with experience in the provision of the services identified in the RFP. The CRA understands that not all Bidders may have direct experience providing some of the services identified in the RFP and as such, the CRA is willing to accept experience of a subcontractor as long as the Bidder was the primary Contractor responsible for the delivery of the services, as subcontractors are not ultimately responsible to the client, but rather to the primary Contractor. If the Bidder is a Joint Venture, the experience of each member of a joint venture will be acceptable only if each member of the joint venture was directly responsible for the provision of the services and directly accountable to the client, not to another Contractor.

#### Question 7.

Related to Mandatory Technical Criteria 2 (M2) and Point-Rated Technical Criteria 1.2 (RT1.2), can the experience related to delivering Psychoeducational Assessments be part of, or result from, a referral for another type of assessment (e.g., Fitness to Work Evaluation, Independent Medical Evaluation), and not only as a stand alone referral?

#### Answer 7.

Yes, the bidder can demonstrate their experience in providing psychoeducational assessments if that assessment resulted from another type of assessment.

#### Question 8.

Related to Mandatory Technical Criteria 5 (M5), we would like to clarify that the two years of experience in providing quality assurance is with the physician, who may have conducted quality assurance work with other companies. For



example: the physician has been with our company for less than 1 year, but the physician has more than two years of experience in providing quality assurance work for other organizations.

**Answer 8.**

The experience of the physician who will provide quality assurance may have been gained through their work with any company, not just the bidder's.

**Question 9.**

Related to Point-Rated Technical Criteria R2.1 (R2.1): we would like to clarify how the points would be distributed if we were able to cover 100% of CRA offices for 2 of the 4 services, but only 80% of the other 2 services?

**Answer 9.**

Points will only be allocated when the bidder demonstrates it can provide all four services in each location. For example, if a bidder is able to cover 100% of CRA offices for two of the four services but it only covers all four services in at least 80% of the locations then the bidder will be allocated 20 points.

Please note point-rated Criteria R2.1 has been amended to reflect 108 locations

**Question 10.**

Related to Point-Rated Technical Criteria R2.1 (R2.1), we acknowledge that the list of Health Practitioners listed under point 9.2.1, on page 98, is a sample only and is not all inclusive. We would like to clarify that since we have had success in using Kinesiologists to support the provision of accommodation, where appropriate, we would like to name this professional type as a possible resource in Table R2.1.

**Answer 10.**

Yes, as the list was not meant to be exhaustive, a Kinesiologist may be used to support the provision of accommodation required.

**Question 11.**

Related to page 11 of the RFP, section 2.4 Communications – Solicitation Period, 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 11.**

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

**Question 12.**

Related to Point-Rated Criteria R2.1, may we request a copy of Table R2.1 in Word format?

**Answer 12.**

An MS Word version of Table R2.1 has been added to the documents list on Buy and Sell.

**Question 13.**

Related to Attachment 3: Financial Proposal, may we request a copy of pages 57-72 in Word format?

**Answer 13.**

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



## 2. AMENDMENTS TO THE RFP

1. This change is to correct the number of CRA locations as indicated in Point Rated Criteria R21 of the English version of the RFP. The French version remains the same. At Attachment 2: Point Rated Criteria:

**DELETE:** In its entirety.

**INSERT:**

<p><b>R2.1</b></p>	<p><b>Geographic Capacity for Health Assessment and Accommodation Services</b></p> <p>This criterion will evaluate the Bidder's ability to provide health evaluations, as described in the SOW, within a three (3) hour travel time by private vehicle from each CRA office listed at Annex A of the SOW. The Bidder should identify all the CRA offices for which the Bidder will be able to provide health evaluations and provide the following information for each office identified:</p> <ul style="list-style-type: none"> <li>• The municipal address of at least one (1) physician that will provide health evaluations to the identified CRA office.</li> </ul> <p>The Bidder may provide one (1) physician for multiple CRA offices, as long as the physician's location meets the three (3) hours travel time by private vehicle stipulation.</p> <p>When responding to this criterion, the Bidder is to complete and submit Table R2.1</p> <p>The CRA will verify the information provided by the Bidder using MapQuest, Google Maps or Yahoo Canada Maps, etc.</p>	<p>40</p>	<p>The following points will be awarded based on the information provided in the Bidder's proposal regarding the Bidder's ability to provide health evaluations to CRA offices listed at Annex A of the SOW.</p> <p><b>0 Points</b> - The Bidder's proposal does not contain any information on its ability to provide health evaluations to CRA offices or demonstrates ability to provide health evaluations to <b>less than 50% (54) of the CRA offices</b>, within a three (3) hour travel time by private vehicle.</p> <p><b>10 points</b> – The Bidder's proposal demonstrates its ability to provide health evaluations to at least <b>50% (54) but less than 80% (86) of the CRA offices</b>, within a three (3) hour travel time by private vehicle.</p> <p><b>20 points</b> – The Bidder's proposal demonstrates its ability to provide health evaluations to at least <b>80% (86) but less than 95% (103) of the CRA offices</b>, within a three (3) hour travel time by private vehicle.</p> <p><b>25 points</b> – The Bidder's proposal demonstrates its ability to provide health evaluations to at least <b>95% (103) but not all 108 of CRA offices</b>, within a three (3) hour travel time by private vehicle.</p> <p><b>40 points</b> – The Bidder's proposal demonstrates its ability to provide health evaluations <b>to all 108 CRA locations</b>, within a three (3) hour travel time by private vehicle.</p>
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**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED**