

**Question 1:**

PART 3 – BID PREPARATION INSTRUCTIONS Section 1: Technical Bid of the RFP (p. 6) states that: “Bidders are required to include the following as part of their bid:

- ii. Completed Annex D – Evaluation Criteria”

Does this actually refer to Annex E – Evaluation Criteria?

**Answer 1:**

Yes

**Question 2:**

How will the technical components of the proposal be evaluated? The RFP only lists mandatory criteria, but no point-rated technical criteria.

**Answer 2:**

Please refer to Section 4.2 – Basis of Selection:

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

**Question 3:**

Confirming that there is no French requirement for this RFP, and that translation will be the responsibility of CBSA. Is this correct?

**Answer 3:**

Yes

**Question 4:**

How many project descriptions are required per resource? If the two resources worked on the same project together, can the same project description be applied to both resources?

**Answer 4:**

A sufficient number of examples and references to demonstrate their experience for each criteria.

**Question 5:**

Do we need to include a reference for each project description?

**Answer 5:**

Yes

**Question 6:**

Are samples required for the Mandatory Criteria?

**Answer 6:**

No

**Question 7:**

If samples are required for the Mandatory Criteria, can they be referenced as electronic links? In other words, can we refer to website links within our proposal where reviewers can view samples of work online?

**Answer 7:**

No

**Question 8:**

If the Bidder's response is NO to the Work Force Adjustment Directive on page 8, do we need to complete page 8 and 9, sign page 10 and include this documentation as part of our submission?

**Answer 8:**

Yes, please do complete page 8, 9 and 10 and sign. Please do include this documentation as part of your submission.

**Question 9:**

Is the information on pages 24, 25, 26 and 27 necessary for the Bidder's submission? In the copy of the RFP that I received from Merx these pages are illegible. Is it possible to receive readable copies of these pages?

**Answer 9:**

I have posted another version of the RFP that is more legible. Those pages are the Security Requirements Check List stating what is also listed under Part 6 –Security Requirements.

**Question 10:**

Page 17, 7.13 Insurance, SACC *Manual* clause G1005C (2008-05-12) Insurance appears as a blank page on my version of the RFP. Is this page meant to be blank? Please confirm that this page is meant to be blank and that I am not missing any necessary elements of the proposal. Or, please provide me with the contents of the page beyond the title.

**Answer 10:**

The page is blank because the following page is Annex A –Statement of Work. The clause can be found at: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual> .

The insurance clause states:

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

**Question 11:**

Section I - 1ii:

Is there an error here? Should this actually read "Completed Annex E - Evaluation Criteria"?

Or is it **Completed Annex D, in combination with the Evaluation Criteria**

**Answer 11:**

Yes, there is an error. I have posted an amendment.

**Question 12:**

Pages 9&10:

Is this certificate part of the tender document **Part 5: Certifications**, which therefore should be completed by the bidder, and submitted as part of bid submission **Part iv: certifications**?

**Answer 12:**

Yes, those pages are part of the tender document and should be completed and submitted as part of the bid submission.

**Question 13:**

Overall: there appears to be no way to receive the formal RFP document, nor the amendments electronically. Is this so?

**Answer 13:**

That is correct, bids can only be submitted to the Contracting bids receiving unit. The address is on the cover page of the RFP.