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189 Prince William Street
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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
**Public Works Government Services Canada- Bid
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189 Prince William Street
Room 405
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Title - Sujet VAC Occupational Therapists	
Solicitation No. - N° de l'invitation 51019-145040/B	Amendment No. - N° modif. 001
Client Reference No. - N° de référence du client 51019-145040	Date 2015-06-05
GETS Reference No. - N° de référence de SEAG PW-\$PWB-020-3636	
File No. - N° de dossier PWB-4-37104 (020)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-06-25	Time Zone Fuseau horaire Atlantic Daylight Saving Time ADT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Donovan, Janine PWB	Buyer Id - Id de l'acheteur pwb020
Telephone No. - N° de téléphone (506) 636-5347 ()	FAX No. - N° de FAX (506) 636-4376
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	

Instructions: See Herein

Instructions: Voir aux présentes

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

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This Solicitation Amendment No. 1 is raised to include the following Addendum No. 1.

The following addendum to the Request for Proposal Document is effective immediately. This addendum shall form part of the Contract Documents.

All other terms and conditions remain the same.

Addendum No. 1

1. **REQUEST FOR PROPOSAL DOCUMENT**

REMOVE, Appendix A to Annex A - Statement of Work and **REPLACE WITH** Appendix A to Annex A - Statement of Work Revised June 5, 2015.

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2. QUESTIONS AND ANSWERS

Question 1

Is it mandatory that the backup be security cleared? If it is mandatory, who requests the security clearances?

Answer 1

Yes, all proposed back up/replacement resources must meet the security requirements at contract award. The Contractor is required to request the security clearances from the PWGSC Industrial Security Sector.

Question 2

With respect to mandatory criteria 3 of Annex C contained in the RFP, what is applicable documentation to back up the time and experience?

Answer 2

To meet the criteria, the technical proposal must state that the proposed individual(s) has the required experience and the proposal must clearly demonstrate how this experience was obtained. Annex "C" outlines how the amount of experience will be calculated. The bidder could substantiate their statement with a detailed resume or some other relevant documentation.

Question 3

Will the back up/relief resource(s) be evaluated?

Answer 3

For a proposal to be deemed responsive, the primary and back up/replacement resource(s) will have to meet all the mandatory criteria. Failure to do so will deem the proposal non-responsive. Only the primary resource(s) will be point rated.

Question 4

Assuming the back up/replacement resource meets the mandatory evaluation criteria. During the contract period, can the back up/replacement resource also be a home assessment Occupational Therapist that provides OT services under another Veterans Affairs Canada contract? If not, why?

Answer 4

All contractors and their resources must comply with the spirit of the Government of Canada policies relating to conflict of interest. It would only be under exceptional circumstances to allow a primary or back up/replacement resource to provide services as an external fee-for-service provider. Each case will be examined on its own merits,

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including in consideration of the need for additional service providers in a given area. It is prudent to say that fee-for-service status for all new resources who may have previously held provider status will be re-evaluated, and unless there is a compelling need for those services, then they would not be able to hold two roles.

Question 5

What days will the resources be required to work?

Answer 5

The Project Authority will schedule the days to be worked as per section 5.0 of Annex A – Statement of Work

Question 6

With respect to the rating grid, is there a conversion between hours worked per year to months?

Answer 6

A year is 1950 hours and month is 162.5 hours.

Question 7

In Appendix A of Annex A Statement of Work, it is indicated that one resource will be required for Winnipeg and Regina, does the primary resource have to travel to these two locations?

Answer 7

The contractor's resource will be based in Winnipeg. The resource will have to hold a valid Occupational Therapist registration in Manitoba and Saskatchewan. The requirement to travel will be limited to 2-4 times annually. Preapproved travel and living expenses for travel to Regina will be reimbursed as per the resulting Contract.

Question 8

If an incumbent contractor's proposed resource(s) presently works with Veterans Affairs Canada clients that are in a psychiatric program, will this experience be applicable with respect to point rated criteria 3?

Answer 8

Yes, however, bidders must demonstrate how much experience was related to working with these particular clients.

Question 9

Please refer to Annex "C" Technical Evaluation Criteria, Point Rated Requirements. In order to ensure that the Bidder provides the best possible candidates we need to ensure

that we fully understand how points will be awarded. It is our interpretation that an individual could receive points in all three (3) rated requirements for the same experience if that experience was gained in a formal rehabilitation program which includes a mental health/psychiatry element as long as it is in a community setting. Please confirm that our interpretation is correct.

Answer 9

For Point Rated 1 – The proposal has to demonstrate that the proposed resource(s) has experience in

(a) Providing OT treatment or services to Adults in a community setting;

And/or

(b) Supervising or teaching the practice of OT treatment of adults residing in a community setting.

This means that the client(s) has to reside in the community setting and only experience related to these clients will be applicable for this criteria. The bidder must clearly demonstrate how much time the resource spent working with these clients relative to working with other clients (if applicable). For this evaluation, a general hospital is not an applicable community setting.

For Point Rated 2 – The proposal has to demonstrate that the proposed resource(s) has experience in

(a) Providing OT Treatment or service to adults enrolled in a formal rehabilitation programs

And/or

(b) Supervising or teaching the practice of OT treatment of adults enrolled in a formal rehabilitation program.

This means that the client(s) has to be in a formal rehabilitation program and only experience related to these clients will be applicable for this criteria. The bidder must clearly demonstrate how much time the resource spent working with these clients relative to working with other clients (if applicable).

For Point Rated 3 – The proposal has to demonstrate that the proposed resource(s) has experience in

(a) Providing OT treatment of services to adults enrolled in a formal mental health/psychiatric program

And/or

(b) Supervising or teaching the practice of OT treatment of adults enrolled in a formal mental health/psychiatric program

This means that the client(s) has to be in a formal mental health/psychiatric program and only experience related to these clients will be applicable for this criteria. The bidder

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must clearly demonstrate how much time the resource spent working with these clients relative to working with other clients (if applicable).

VAC realizes that some clients reside in the community and can be enrolled in these two programs concurrently - one for rehabilitation and another for mental health. The critical consideration is that the client is enrolled in formal treatment programs. In these situations, the resource could achieve points in all three (3) rated requirements.

Question 10

Please refer to Annex "A" Statement of Work, paragraph 6.3 Training, last sub-paragraph which states "The Contractor will only be compensated for orientation and training time once during the duration of the contract period" *and* paragraph 7.1 Back Up/Replacement resources last sub-paragraph which states "Replacement personnel must attend the orientation and training at the time of the orientation of the primary contract OT. The contractor will only be compensated one time for orientation and training of replacement personnel".

While the Bidder understands that they will be compensated one time for orientation and training of personnel it has been our experience that there may be instances in which an individual has to be replaced during the life of a contract (up to five years including option periods) due to circumstances beyond the Bidder's control. In order to ensure that the Bidder is aware of the possible costs associated with training a replacement resource we respectfully request that VAC provide an estimated cost for the orientation and training.

Answer 10

Section 6.3 Training of Annex A – Statement of Work indicates that the estimated number of days related to training is seven (7). The Contractor will be required to absorb their applicable costs associated with training that is above and beyond what is stated in Annex A. It is up to the Bidder's discretion to decide how to incorporate these potential costs into their rate(s).

Question 11

Please refer to Annex "A" Statement of Work, paragraph 7.1 Back Up/Replacement resources for specific person(s) which states "At all times, the contractor is required to have at least one additional qualified security cleared individual available, to act as a Back Up/Replacement to cover unexpected or short-term, long term and permanent absences of the Primary contract OT(s)." It is the Bidder's understanding that this clause is requesting one Back Up/Replacement resource *per location* rather than per contracted OT. Please confirm if our understanding of this requirement is correct.

Answer 11

The bid submission must include at least one back up / replacement resource per location. The same resource could potentially be used as a back up /replacement resource for

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multiple offices within the location. This is provided that that the resource can go from office as required to fulfill primary resource vacancies. Bidders can include up to one back up / replacement resource per office. Bidders should demonstrate in their bid how their back up / replacement resource(s) will be used to support the primary resources.

In the resulting contract, the Contractor may need to engage additional back up / replacement resources as a result of multiple primary resource vacancies. These resources must be security cleared and meet the mandatory evaluation criteria.

Question 12

If a resource has worked for VAC under an incumbent's Contract, is their work experience applicable to Point Rating Requirement #3?

Answer 12

If the client that the resource worked with are in a formal mental health/psychiatric program then the experience would be applicable.

Question 13

With respect to Point Rated 2 in Annex C – Evaluation Criteria:

Please confirm that experience obtained by a Field OT (with VAC) providing specifically in-home physical rehabilitation services and treatment to Veterans does qualify as obtaining the requested experience as it is a formal rehabilitation program.

Answer 13

Yes this does qualify.

Question 14

With respect to Point Rated 3 in Annex C – Evaluation Criteria 3:

Please confirm that experience obtained by a Field OT (with VAC) providing specifically in-home mental health assessment and treatment to Veterans does qualify as obtaining the requested experience as it is a formal mental health program.

Answer 14

Yes this does qualify.

3. CLARIFICATION

Clarification about replacement of primary resources:

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In the past, VAC has had difficulty maintaining service standards when the Contractor's primary resource(s) were absent from the office for a short period of time (due to sickness, vacations, etc.). This required the Contractor to provide another resource, to which Canada was required to review this resource's C.V., obtain security requirements, and issue a contract administrative amendment.

VAC is now requiring that all Contractor's provide qualified back-up / replacement resources during the solicitation process. These resources will be used to cover the primary resource for a short period of time (as mentioned above).

VAC recognizes that due to the nature of the work, that primary resource(s) may have to be replaced on a permanent basis. When this happens, the Contractor has two options:

1 – Propose that their back-up/replacement resource fulfills the role as the primary resource. To do so, the Contractor will have to further demonstrate that this resource has a point rated score that is similar as the original primary resource (similar is defined as achieving a score that is equal to or greater than 80% of the original primary resource's score or exceeds the original primary resource's score). Also, the Contractor will have to provide a new back-up / replacement resource that meets the mandatory and security requirements.

2 – Use their back-up/replacement resource to fulfill the role of the primary resource on a short term basis. During this time, the Contractor will be given a period of time to find a new primary resource that meets the mandatory evaluation criteria and the security requirements. This new resource will also have to achieve a similar point rated score as the original primary resource (similar is defined as achieving a score that is equal to or greater than 80% of the original primary resource's score or exceeds the original primary resource's score).

Appendix A to Annex A - Statement of Work

Location	Language	Days per Week	Required Number of Days Per Year	Number of Primary Resources
Montreal	Bilingual	7	385	2.0
Winnipeg and Regina	English	2	110	1.0

The figures provided in the "Days per week" column are approximations only and the figures provided in the "Required Number of Days Per Year" are estimates only.