

REQUEST FOR TENDER

MODIFICATION 003

Preparation of Environment Canada's Planning
and Reporting Documents

Solicitation Number: K4A10-15-0005

Closing Date: August 20, 2015

Closing Time: 2 PM

MODIFICATION N° 003

Please find enclosed herewith the above-mentioned amendment which forms part of the tender documents. This amendment modifies the tender documents as indicated hereafter. There will be no further written confirmation. Modifications stated herein have precedence over all previous tender documents.

1 QUESTIONS / ANSWERS/MODIFICATIONS

QUESTION 01:

On page 26 of the RFP (in Section II. Scope/Objectives), the text reads: "In addition to the RPP and DPR packages noted above, the Contractor could be asked by the Project Authority to prepare PAA program descriptions, on an as and when required basis, during the contract period i.e. October 1, 2015 to September 30, 2016." Since this work would be done on an "as-and-when-required" basis, should bidders include a per diem rate for this work? For the same reason, please confirm that this work would not be included in the firm price (7.1 of the RFP). In other words, I would like to confirm that the firm price is for the DPR and RPP work only, not for work related to preparing PAA program descriptions.

ANSWER 01:

The reference to preparation of the PAA program descriptions is being removed from this Request for Tender. The firm price should include only the RPP and DPR work.

In Section III – Scope / Objectives, ***deleted:***

~~In addition to the RPP and DPR packages noted above, the Contractor could be asked by the Project Authority to prepare PAA program descriptions, on an as and when required basis, during the contract period i.e. October 1, 2015 to September 30, 2016. The PAA (and its program descriptions) is an integral part of the RPP and DPR packages.~~

In Section VIII – Scheduling/Milestones ***deleted:***

~~**Program Alignment Architecture Program Descriptions** (on an as and when required basis): April 1, 2016 – September 30, 2016~~

QUESTION 02:

Under RT4, The Proposed Contractor must have post-secondary education, the evaluation grid on page 17 says: "A copy of the college diploma or university degree including evidence of experience must be provided. (evidence of experience could include samples of work)

This statement sounds as if, aside from proof of education, samples of work experience are being assigned points in this category. Yet, the points column states that for a university degree 24 points will be assigned; the point description for college diplomas is the only place where evidence of past work seems to be required. Is this a correct interpretation? If not, could you please clarify how the points will be assigned for this category?

ANSWER 02:

Twenty four (24) points will be assigned if the proposed contractor possesses a university degree (Bachelor of Arts or Masters in English or Communications related field). The proposed contractor will be assigned 16 points if he/she possesses a college diploma with two years of experience in writing communications products. A copy of the university degree or college diploma must be provided.

For those with a college diploma, the proposed contractor is required to submit evidence of previous experience in writing communication products.

QUESTION 03:

A. Mandatory criteria (M2) has this specific requirement:

“M2. Proposed Contractor must have experience in preparing RPPs and DPRs for Canadian federal government departments or agencies in two of the past five years.”

Reports on Plans and Priorities (RPP)
Departmental Performance Reports (DPR)

Can you provide any clarification on what types of reports constitute RPPs and DPRs? Are the terms used specifically to indicate a specific set of reports or is it used generically? Are these specific to Sustainable Development Strategy? I have worked on at least 10 large government reports in past 5 years, and many more in the past 20 but it is not clear I would meet your requirements.

ANSWER 03:

A. Mandatory criteria (M2) has this specific requirement:

The RPPs and DPRs are Parliamentary documents. The Treasury Board Secretariat (TBS) website provides information on RPPs and DPRs. The **Departmental Sustainable Development Strategy is part of the** RPP and DPR (i.e. as a supplementary table).

<http://www.tbs-sct.gc.ca/ems-sgd/esp-pbc/rpp-eng.asp>

<http://www.tbs-sct.gc.ca/ems-sgd/esp-pbc/dpr-rmr-eng.asp>

QUESTION 04:

Is submission of the proposal allowed by email?

ANSWER 04:

No. Bids sent via e-mail will not be accepted.

QUESTION 05:

With reference to request for tender K4A10-15-0005, could we have more information and details on the type of documents (and approximate number, number of pages), so that we can determine the bid amounts...

ANSWER 05:

The RPPs and DPRs are Parliamentary documents and further information on these reports can be found on the TBS websites:

<http://www.tbs-sct.gc.ca/ems-sgd/esp-pbc/rpp-eng.asp>

<http://www.tbs-sct.gc.ca/ems-sgd/esp-pbc/dpr-rmr-eng.asp>

Details of previous RPPs and DPRs can be found on EC's website

<http://www.ec.gc.ca/default.asp?lang=En&n=31D9FF32-1>

QUESTION 06:

What do you mean by taxes are included? Do you mean that the bid including taxes should not exceed \$60,000?

ANSWER 06:

The total amount, including taxes, must not exceed \$60,000.

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the work to a ceiling price of \$60,000. GST/HST included for each year of the contract. (page 32 of bid solicitation, Annex B, Basis of Payment)

QUESTION 07:

Is the EC reference office (possible travel) in Ottawa or Montreal?

ANSWER 07:

Gatineau