
Title: Request for Supply Arrangement (RFSA) for the provision of Technical Services in support of Canadian International Development Assistance Projects and Programs.

A. AMENDMENT TO THE REQUEST FOR SUPPLY ARRANGEMENT (RFSA)

N/A

B. QUESTIONS AND ANSWERS

Question 1: Section 5 Evaluation Criteria - Criteria 3 “Demonstrated Capabilities” - Sub-criterion R 3.1 - For Sector 2: Governance, the bidders are required to demonstrate the 2 other cross-cutting themes only. For example, bidders submitting proposals for Governance are required to demonstrate the integration of the themes of environment and gender equality. In cases where the integration of environmental theme will not apply in the examples provided of sectoral assignment, does the bidder demonstrate how he supported the strengthening of institutions and governance practices as 2nd transversal theme?.

Answer 1: No, as per instructions in Sub-Criterion R 3.1, element iii) of the Section 5 “Evaluation Criteria”, bidders submitting proposals for Sector 2: Governance are required to demonstrate the integration of the other two cross-cutting themes (“advancing gender equality and increasing environmental sustainability”).

Question 2: If you are hired as a manager, monitor or evaluator for a particular project BECAUSE you are a technical specialist in the area then you are required to directly provide subject matter expertise in all that you do. How would it be possible to separate out the level of effort that was associated with “technical services”?

Answer 2: When the assignment comprises the provision of technical services and other services, such as project management, monitoring and evaluation services, DFATD will only consider activities which align with the activities listed and described in Part I, Section 4 “Generic Terms of Reference” as well as the level of effort to perform those activities.

Question 3: Tech 4a requires that we only utilize 6 pages to demonstrate 15 years of sectoral experience. As a consultant for this entire period it is difficult to provide all the required information using only 6 pages. A consultant will have worked 30 to 50 projects in that time period. 2000 cumulative days is a significant number of projects. Will the client reconsider the maximum # of pages?

Answer 3: No, 6 pages are enough to demonstrate Mandatory Technical Criteria, and Rated Technical Criteria 1 and 2.

Question 4: For each project are we required to identify each merit criteria the requirement impacts i.e.: Project 1 meets all of R 2.1, R 2.2, R 2.3 and R 2.4, thereby reducing the requirement for repeating and clarifying for the assessor?

Answer 4: DFATD encourages this methodology.

Question 5: In the English version of the RFSA, TECH 4A, Languages, ‘Other’. The response is a ‘yes / no’ answer. Are we to indicate the names of the languages(s) along with the skill level for each of these other languages or do we just reply ‘yes’ and gave a rating for the skill(s) in other languages without defining them?



Answer 5: Bidders should indicate the name of the language that the proposed individual is willing to provide Technical Services in cell "Others", indicate yes in cell "Willingness to work in language", and indicate proficiency rating according to the specific cells .

Question 6: One submission or three submissions? Both TECH 1 and TECH FIN 1 present a single space where the SECTOR (singular) is to name. Does the bidder prepare proposal (technical and financial) for each SECTOR they are presenting technical specialists?

Answer 6: Bidder should submit one proposal per sector. See also, RFSA Part I, Section 1 (i) "Instructions to Bidders", paragraph 4 "One Bidder, one proposal per Sector".

Question 7: Does this mean TECH 1, 2 & 3 and FIN 1 forms along with the associated TECH 4A-B-C for the Technical Specialists in that sector in each submission?

Answer 7: Yes.

Question 8: Could this be three submission documents if the bidder was presenting candidates in all three sectors?

Answer 8: Yes.

Question 9: Although most of the work takes place at the Consultant's office (Part I; Section 4; 5), should possible travel costs from an individual based outside Canada to DFATD HQ be included as overhead/indirect costs of the all-inclusive ceiling fee (Part I; Section 1: (i) 10.b.iii)?

Answer 9: No, if required, travel costs will be established at Stage 2 – Contracting under SAs. See RFSA, Part II "Supply Arrangement", Section 2 "Instructions to bidders for Supply Arrangement Request for proposals (SA RFP)", paragraph 11 "Financial Proposals".

Question 10: Can you confirm that both Form Tech-4A and Form Tech-4B refer to experience of the individual and not a company?

Answer 10: TECH-4A and TECH-4B refer to the experience of the Proposed Individual.

Question 11: If yes, can you explain the difference between Form Tech-4A and Tech-4B, as both forms require to complete identical fields (i.e. assignment start date/completion date; level of effort; assignment title; position/role of the individual; employer; reference; demonstration of experience with stakeholders)?

Answer 11: A) To complete the Sectoral Experience section under Form TECH-4A, see RFSA Part I, Section 5 "Evaluation Criteria": 1) "Guidance to Bidders", 3) Mandatory Technical Criteria (M2 and M3), and, 4) Rated Criteria 2 "Sectoral Experience", and B) To complete Form TECH-4B, see RFSA Part I, Section 5 "Evaluation Criteria": 1) "Guidance to Bidders", and 2) Rated Technical Criterion 3 "Demonstrated Capabilities".

Question 12: Can only experts of whom the CV has been included in the proposal be included in requirements (part II; section 1; 5.3.2) or is there room to offer alternative candidates for requirements, either for single-expert assignments or as expert in a larger team?

Answer 12: See RFSA Part II "Supply Arrangement", Section 1, sub-paragraph 5.3.2.4.

Question 13: With respect to M3, would the Crown consider extending the requirement to have a minimum of 450 days of sectorial experience providing Technical Services in international development in the last 15 years to 450 days of sectorial experience providing Technical Services in international development in the last 20 years?

Answer 13: No.



Question 14: One of the conditions for becoming a supplier is stipulated in ITB 13: (a) Procurement Business Number. We have attempted to use the link provided to register but without success. It is not clear whether it is due to a failure for being a foreign firm or a navigator issue. We have written to the office in charge of the registration and we have received the response below. We are thus not able to proceed with our registration at this point in time. We would be very grateful if you could inform us if there is an alternative manner to obtain the Procurement Business Number or if this is not necessary at this stage.

« **De:** Questions <Questions@tpsgc-pwgsc.gc.ca>

Objet: RE: Registration

Date: 6 août 2015 19:32:53 UTC+2

Good day,

*We cannot directly assist you. Please contact "Becoming a supplier to the Government of Canada"
Here is a list of contact information to assist you.*

- **1-800-811-1148 (OSME)**
- **MERX: 1-800-964-MERX (6379) or (613) 727-4900**
- **Standing Offer Index: RCN.BCOC-NCR.SOCO@tpsgc-pwgsc.gc.ca**
- **Accommodation and Car Rental**
Directory: tpsgcservicesdeoyage.pwgscctravelservices@tpsgc-pwgsc.gc.ca; Bob Saumur 819-956-4360, Peter Frey 819-956-4341
- **Temporary Help Services: ncrtemphelpservices-rcnservicesd'aidetemp@tpsgc-pwgsc.gc.ca**
- **Professional Services Online: rcnspenligne.ncrpsonline@tpsgc-pwgsc.gc.ca**
- **Task and Solutions Based Professional Services (TSPS): Call-up and Supplier Search Technical Contact: spts.tsps@tpsgc-pwgsc.gc.ca**

If you need further assistance, please don't hesitate to let us know".

Answer 14: There is no alternative manner to obtain the Procurement Business Number other than registering in the Supplier Registration Information service at <https://srisupplier.contractsCanada.gc.ca> or calling **1-800-811-1148**. As indicated in Public Works and Government Services Canada's (PWGSC) reply email dated 6 August 2015, they invite you to contact them for further assistance. Not having a Procurement Business Number (PNB) does not preclude a firm or individual from submitting a proposal. However, in accordance with RFSA Section 1 (i) Instructions to Bidders (ITB) Paragraph 13.1, all Bidders, both Canadian and foreign, must have a PBN before they can be issued a Supply Arrangement (SA) with DFATD.

Question 15: Former Public Servant. On page 1 the "Bidder" is defined as a person or entity ... On page 22 an FPS is defined as "former public servant" is any former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be: (a) an individual; (b) an individual who has incorporated; (c) a partnership made of former public servants; or (d) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity. My firm has employed a former public servant in receipt of a pension, but they are not owners of my firm, nor are they a partner of any kind. I therefore do



not intend to provide any of the information requested on page 23 nor do I intend to disclose them as FPS on page 25 Tech 4A. Is this the appropriate disclosure?

Answer 15: The disclosure of FPS on Form TECH 2 (page 22) relates to the Bidder, whereas the disclosure of FPS on Form TECH 4A relates to a proposed individual. These are two different forms which DFATD uses for different purposes.

C. ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.

