

**Q&A – RFP – DND 14/0040005 – Two (2) Physicians (Medical Standards Analysts)**

Number	Questions/Answers/Amendments
Question 1:	<p>Are the requested services for the above referenced solicitation currently being provided or have they been provided previously? If so, please identify the means by which such services have been supplied (e.g., direct and or term employee, personal services contract, or contracted services through a company). If the services were contracted through a company, please provide the name of the contractor and the duration and dollar amount of the contract(s).</p>
Answer 1:	<p>Services are currently being provided through internal resources (employees). No companies/contractors are currently providing services.</p>
Question 2:	<p>Refer to Attachment 1 to Part 3 – Pricing Schedule where firm all-inclusive per diem rates be proposed. Refer also to Annex A Statement of Work, 7. Hours and Location of Work. Please then refer to Annex B Basis of Payment, 1.1 Labour... "if time worked is more or less than a day, the fixed daily rate must be prorated to reflect the actual time worked..." and to (a) Definition of a Day – Proration,... "(ii) no overtime charges will be authorized under the contract". If the expectation is that physicians may have to work more or less in a given day, and that no overtime will be paid the proration formula unnecessarily complicates time reporting and invoicing and the reconciliation thereof (auditing). It is this bidders experience working in the medical field with requirements similar in nature to DND's (i.e. physicians), that providing firm all-inclusive <u>hourly rates</u> as opposed to firm all-inclusive <u>per diem rates</u> is more in-line with industry norms. In this manner, unnecessary calculations in relation to proration are avoided.</p> <p>Therefore, the bidder respectfully requests that the Crown amend the Pricing Schedule at Attachment 1 to Part 3 and Annex B, Basis of Payment be modified to <u>firm all-inclusive hourly rates</u> instead of <u>firm all-inclusive per diem rates</u>. Please confirm that this is acceptable.</p>
Answer 2:	<p><b>DELETE:</b> Attachment 1 to Part 3 – Pricing Schedule in its entirety</p> <p>AND</p> <p>Annex "B" – Basis of Payment in its entirety</p> <p><b>INSERT:</b></p> <p>Attachment 1 to Part – Pricing Schedule (see below)</p> <p>AND</p> <p>Annex "B" - Basis of Payment (see below)</p>

<p>Question 3:</p>	<p>Please refer to Part 3 – Bid Preparation Instructions, Section I: Technical Bid, <b>Resumes for Proposed Resources</b> where it states: "Unless specified otherwise in the RFP, the technical bid must include resumes for the consultant(s) identified in the bid solicitation that demonstrate that each proposed individual meets the <u>qualification requirements described in the Flexible Grid outline in Annex A of the Supply Arrangement...</u>" and <b>Education</b> where it states: "...must meet the education requirements for the Consultant Category for which they are being proposed...".</p> <p>Please confirm that these statements were included in error and that this RFP was not released against a Supply Arrangement, and therefore there is no flexible grid that the candidates must meet, nor is there a specific 'Consultant Category' in which they are being submitted under.</p>
<p>Answer 3:</p>	<p><b>DELTE:</b> Part 3 – Bid Preparation Instructions, Section I: Technical Bid, <b>Resumes for Proposed Resources only</b></p> <p><b>INSERT:</b> At Part 3 – Bid Preparation Instructions, Section I: Technical Bid, <b>Resumes for Proposed Resources only</b> INSERT the following:</p> <p><b>Résumés for Proposed Resources:</b> Unless specified otherwise in the RFP, the technical bid must include resumes for the proposed resources in the attachment of the RFP which clearly demonstrate that each proposed person meets the described requirements, including the requirements concerning education, work experience and professional certification. The resumes should indicate the current security level of the expert advisor along with the relevant file number of the Canadian Industrial Security Directorate (CISD).</p>
<p>Question 4:</p>	<p>Please refer to Part 7 – Resulting Contract Clauses, 7.4 Term of Contract where it states: "The Work is to be performed during the period from the date of the Contract to one year later [Date to be specified in the resulting Contract]". As physicians book their schedules 3-4 months at a time, would the Crown please provide the anticipated start date of services in order to ensure the proposed physicians are available at contract start-up should a contract be awarded?</p>
<p>Answer 4:</p>	<p>Once bid evaluations are completed, services are estimated to begin after Contract award.</p>

**INSERT:**

**ATTACHMENT 1 to PART 3, PRICING SCHEDULE**

The Bidder should complete this pricing schedule and include it in its financial bid once completed. As a minimum, the Bidder must respond to this pricing schedule by including in its financial bid, for each of the periods specified below, its quoted firm all inclusive (excepting Applicable Taxes) hourly rate (in Cdn \$) for each of the resource categories identified.

The inclusion of volumetric data in this pricing schedule does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

The rates specified below, when quoted by the Bidder, include any of the following expenses that may need to be incurred to satisfy the terms of any contract that may result from its bid:

- (a) all travel and living expenses for work performed within the National Capital Region (NCR). The NCR is defined in the National Capital Act, R.S.C. 1985, c. N-4, S.2. The National Capital Act is available on the Justice Website at <http://laws.justice.gc.ca/eng/acts/N-4/>;
- (b) any travel expenses for travel between the Contractor's place of business and the NCR; and
- (c) any travel and living expenses for the relocation of resources to satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.

**Table 1: Physician (Medical Standards Analyst) (1)**

Category of Personnel	Firm All-Inclusive Hourly Rate (Cdn \$)	Level of Services (Estimated)	Total (Cdn \$)
	A	B	C = A x B
<b>Period of the Contract:</b> date of the Contract to one (1) year later.			
Physician (Medical Standards Analyst) (1)	\$	1425 hours	\$
<b>Total, Period of the Contract</b>			\$
<b>Extended Contract period 1:</b> end of initial period of the Contract to one (1) year later.			
Physician (Medical Standards Analyst) (1)	\$	1425 hours	\$
<b>Total, Extended Contract period 1</b>			\$
<b>Extended Contract period 2:</b> end of extended Contract period 1 to one (1) year later.			
Physician (Medical Standards Analyst) (1)	\$	1425 hours	\$
<b>Total, Extended Contract period 2</b>			\$
<b>Evaluated Price, inclusive of all periods (Applicable Taxes excluded)</b>			\$
<b>Applicable Taxes</b>			\$

**Table 2: Physician (Medical Standards Analyst) (2)**

Category of Personnel	Firm All-Inclusive Hourly Rate (Cdn \$)	Level of Services (Estimated)	Total (Cdn \$)
	A	B	C = A x B
<b>Period of the Contract:</b> date of the Contract to one (1) year later.			
Physician (Medical Standards Analyst) (2)	\$	1425 hours	\$
<b>Total, Period of the Contract</b>			\$
<b>Extended Contract period 1:</b> end of initial period of the Contract to one (1) year later.			
Physician (Medical Standards Analyst) (2)	\$	1425 hours	\$
<b>Total, Extended Contract period 1</b>			\$
<b>Extended Contract period 2:</b> end of extended Contract period 1 to one (1) year later.			
Physician (Medical Standards Analyst) (2)	\$	1425 hours	\$
<b>Total, Extended Contract period 2</b>			\$
<b>Evaluated Price, inclusive of all periods (Applicable Taxes excluded)</b>			\$
<b>Applicable Taxes</b>			\$

**Note:** The Bidder can propose one (1) or two (2) resources at the firm all-inclusive hourly rates identified above.

**INSERT:**

**ANNEX "B" - BASIS OF PAYMENT**

**1. GENERAL**

**1.1 Labour**

For the purpose of this Contract, a day is defined as 7.5 hours of work, exclusive of meal breaks. Payment will be made for days actually worked, with no provision for annual leave, statutory holidays and sick leave.

**(a) Definition of a Day - Proration**

A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for **hours** actually worked with no provision for annual leave, statutory holidays and sick leave.

- (i) All proposed personnel must be available to work outside normal office hours during the duration of the Contract.
- (ii) No overtime charges will be authorized under the Contract. All time worked will be compensated according to paragraph above.

**2. PERIOD OF THE CONTRACT: FROM THE DATE OF THE CONTRACT TO ONE (1) YEAR LATER**

During the period of the Contract, the Contractor will be paid as specified below, for Work performed in accordance with the Contract.

**2.1 CONTRACT PERIOD 1: FROM THE DATE OF THE CONTRACT TO ONE (1) YEAR LATER**

**2.1.1 Labour**

The Contractor will be paid all-inclusive fixed time rates as follows:

<b>Category</b>	<b>All Inclusive Fixed Hourly Rate</b>
Physician (Medical Standards Analyst) (1)	\$(rate to be specified in the resulting Contract)
Physician (Medical Standards Analyst) (2)	\$(rate to be specified in the resulting Contract)

Total Estimated Labour Cost: \$(value to be specified in the resulting Contract)

**2.1.2 Total Estimated Cost to a Limitation of Expenditure: \$(amount to be specified in the resulting Contract)**

With the exception of the fixed time rates specified above, the amounts shown in this section of the annex are estimates only. Minor changes to these estimates will be accepted for billing purposes as the Work proceeds, provided that these changes have the prior approval of the Technical Authority, and provided that the total estimated cost of the Contract does not exceed the aforementioned Limitation of Expenditure.

**3. OPTION TO EXTEND THE TERM OF THE CONTRACT**

This section is only applicable if the option to extend the Contract is exercised by Canada.

During the extended period of the Contract specified below, the Contractor will be paid as specified below to perform all the Work in relation to the Contract extension.

**3.1 EXTENDED CONTRACT PERIOD 1: FROM END OF THE PERIOD OF THE CONTRACT TO ONE (1) YEAR LATER**

**3.1.1 Labour**

The Contractor will be paid all-inclusive fixed time rates as follows:

<b>Category</b>	<b>All Inclusive Fixed Hourly Rate</b>
Physician (Medical Standards Analyst) (1)	[\$rate to be specified in the resulting Contract]
Physician (Medical Standards Analyst) (2)	[\$rate to be specified in the resulting Contract]

Total Estimated Labour Cost: \$[value to be specified in the resulting Contract]

**3.1.2 Total Estimated Cost to a Limitation of Expenditure: \$[amount to be specified in the resulting Contract]**

With the exception of the fixed time rates specified above, the amounts shown in this section of the annex are estimates only. Minor changes to these estimates will be accepted for billing purposes as the Work proceeds, provided that these changes have the prior approval of the Technical Authority, and provided that the total estimated cost of the Contract does not exceed the aforementioned Limitation of Expenditure.

**3.2 EXTENDED CONTRACT PERIOD 2: FROM THE END OF EXTENDED CONTRACT PERIOD 1 TO ONE (1) YEAR LATER**

**3.2.1 Labour**

The Contractor will be paid all-inclusive fixed time rates as follows:

<b>Category</b>	<b>All Inclusive Fixed Hourly Rate</b>
Physician (Medical Standards Analyst) (1)	[\$rate to be specified in the resulting Contract]
Physician (Medical Standards Analyst) (2)	[\$rate to be specified in the resulting Contract]

Total Estimated Labour Cost: \$[value to be specified in the resulting Contract]

**3.2.2 Total Estimated Cost to a Limitation of Expenditure: \$[amount to be specified in the resulting Contract]**

With the exception of the fixed time rates specified above, the amounts shown in this section of the annex are estimates only. Minor changes to these estimates will be accepted for billing purposes as the Work proceeds, provided that these changes have the prior approval of the Technical Authority, and provided that the total estimated cost of the Contract does not exceed the aforementioned Limitation of Expenditure.