



Materiel and Procurement Services
200 Kent Street, 9th Floor
Ottawa, Ontario
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FP802-140212

DATE: December 4, 2015

SUBJECT: Request for Proposal: FP802-140212

TITLE: Professional Writing Services – Salmonid Enhancement Program
Department of Fisheries and Oceans

Bid Closing Date: Tuesday, December 29, 2015

Time: 14:00 Hours (2:00 pm) Eastern Daylight Time (EDT)

RFP File No: FP802-140212

ADDENDUM: # 02

Further to the above mentioned Request for Proposal documentation previously posted on the Government Electronic Tendering Site (GETS), BuyandSell.gc.ca, **Addendum #02 is hereby issued.**

Please Delete within Appendix “D”, Section: Rated Requirements: pages 36, 37, 38 and 39 of 46.

And Replace with: Appendix “D”, Section: Rated Requirements: pages 1, 2, 3 and 4 of 4.

BIDDER QUESTIONS and DFO ANSWERS

1. Question from Bidder:

The scores in the Rated Requirements don't seem to add up properly in the Operational Planning Resource objective:

- Total Score indicates 100 points, but the actual sum of all the points is 55 points.
- Total in R4 is indicated as 10 points, but the actual sum is 15 points.



There is no Total Score indicated for the Strategic Management Framework Resource objective, but the following heading (Total Points (R1 to R4): 100 Points Maximum) is confusing - R1 to R4 for just Operational Planning, or R1 to R4 in each of the two objectives?

DFO Answer 01:

We have made the appropriate changes and have included a revised **Appendix “D”, Section: Rated Requirements: pages 1, 2, 3 and 4 of 4.**

All other Terms and Conditions for this requirement remain unchanged.

Best Regards,

Lynda Coulombe

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APPENDIX “D”

EVALUATION CRITERIA

REVISED WITH ADDENDUM # 2

RATED REQUIREMENTS:

Proposals that meet **ALL** of the mandatory criteria will be rated and scored using the evaluation tools specified for each criteria based on the following scale. In order for the evaluators to score the proposals, it is imperative that the bidder describes in detail how his or her proposal meets the mandatory criteria.

In order for a proposal to meet the requirements, the bidder must score at minimum of **70% out of 100 to pass the overall Technical evaluation**. Proposals that do not receive at least 70% will be screened out of the process and will not be evaluated further.

No.	Evaluation criterion	Scale	Maximum score	Bidder to insert response here or provide Proposal Page number and section
STRATEGIC MANAGEMENT FRAMEWORK RESOURCE				
R1	Clearly demonstrate an understanding of enhancement for Pacific salmon as related to Objective 1 of the Statement of Work	<p>15 pts – Demonstrated understanding of planning and evaluation processes for management and enhancement of Pacific salmon.</p> <p>15 pts – Demonstrated understanding of current science and management considerations related to enhancement of Pacific salmon.</p> <p>15 pts – Familiarity with relevant enhancement and assessment techniques for Pacific salmon.</p> <p>5 pts – Similar experience related to this type of project (Strategic Management Framework for Pacific Salmon).</p>	50 pts	
R2	Demonstration of an approach to be used to carry out the work, including methodology	5 pts – Demonstrated understanding of appropriate sources of information.	15 pts	



	and reporting, related to Objective 1 of the Statement of Work	<p>5 pts – Demonstrated ability to work with minimal supervision.</p> <p>5 pts – Detailed summary of tasks and activities the contractor is responsible for during each phase of a call-up.</p>		
R3	Clearly demonstrate an ability to successfully complete the project, including development of a work plan, related to Objective 1 of the Statement of Work	<p>5 pts – Description of how a work plan will be established.</p> <p>5 pts – Description of your reporting approach.</p> <p>5 pts – Outline of expected timelines and how deadlines will be met.</p>	15 pts	
R4	<p>Please provide up to two (2) Project References that are directly related to the scope of Objective 1 of the Statement of Work.</p> <p>*Bidder is to provide for evaluation purposes the following for each project:</p> <ol style="list-style-type: none"> 1. Project title 2. Project Authority Contact information (name, position, telephone number, email) 3. Project duration 	<p>5 pts – For each Project that is somewhat related to the scope of work. (max of 10 pts)</p> <p>10 pts – For each Project that are directly related to the scope of work. (max of 20 pts)</p>	20 pts	
Total Score			100	
OPERATIONAL PLANNING RESOURCE				
R1	Clearly demonstrate an understanding of operating and maintaining major facilities as related to Objective 2 of the Statement of Work.	<p>20 pts – Demonstrated understanding of Government Asset Management planning related to production facilities for Pacific salmon.</p> <p>15 pts – Demonstrated understanding of maintenance programs applicable to major fish production facilities, including preventative maintenance, repairs</p>	50 pts	



		and renovation. 15 pts – Demonstrated understanding of operational requirements for major fish production facilities.		
R2	Demonstration of an approach to be used to carry out the work, including methodology and reporting, related to Objective 2 of the Statement of Work.	5 pts – Demonstrated understanding of appropriate sources of information. 5 pts – Demonstrated ability to work with minimal supervision. 5 pts – Detailed summary of tasks and activities the contractor is responsible for during each phase of a call-up.	15 pts	
R3	Clearly demonstrate an ability to successfully complete the project, including development of a work plan, related to Objective 1 of the Statement of Work.	5 pts – Description of how a work plan will be established. 5 pts – Description of your reporting approach. 5 pts – Outline of expected timelines and how deadlines will be met.	15 pts	
R4	Please provide up to two (2) Project References that are directly related to the scope of Objective 2 of the Statement of Work. *Bidder is to provide for evaluation purposes the following for each project: 1. Project title 2. Project Authority Contact information (name, position, telephone number, email) 3. Project duration	5 pts –For each Project that is somewhat related to the scope of work. (max of 10 pts) 10 pts – For each Project that are directly related to the scope of work. (max of 20 pts)	20 pts	
TOTAL SCORE			100	



TOTAL POINTS (R1 TO R4): 100 POINTS MAXIMUM

Bidders must attain a rating of **at least 70% of the maximum possible points in the Point-Rated Criteria Requirement categories** in order to be considered compliant. Proposals which fail to attain at least 70% in each of these categories will be considered technically non-responsive and no further evaluation will be conducted.

COST EVALUATION (PRICE): 30 POINTS MAXIMUM **(Submitted by the Bidders' Financial Proposal)**

Of those proposals determined to be Technically Compliant and having achieved a minimum score of 70/100, the lowest cost proposal will be awarded the maximum number of points assigned for cost (30 points). The points for cost for the remaining Technically Compliant proposals with their achieved overall Point-Rated Score will be allocated on a pro-rata basis.

SELECTION CRITERIA:

The bidder who meets the Mandatory Criteria, achieves a minimum score of 70% on the Rated Criteria and receives the highest combined rating of **Technical merit (70%) and Financial (30%)** (i.e. achieves the highest score, based on a combination of technical points and price points) will be awarded the contract.

OVERALLBASIS OF SELECTION

The overall Compliant Bidder with the highest combined rated criteria points and price points shall be selected as the Bidder providing best value to DFO and awarded a contract for this project.