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Place du Portage, Phase III

Core 0B2 / Noyau 0B2

Gatineau, Québec K1A 0S5

Bid Fax: (819) 997-9776

Revision to a Request for a Standing Offer

Révision à une demande d'offre à commandes

National Individual Standing Offer (NISO)

Offre à commandes individuelle nationale (OCIN)

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Offer remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'offre demeurent les mêmes.

Comments - Commentaires

This document contains a Security Requirements

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Business Management and Consulting Services
Division / Division des services de gestion des affaires
et de consultation
11 Laurier St. / 11, rue Laurier
10C1, Place du Portage
Gatineau, Québec K1A 0S5

Title - Sujet ATIP consultants Services		
Solicitation No. - N° de l'invitation 47419-174847/B		Date 2016-01-20
Client Reference No. - N° de référence du client 1000324847		Amendment No. - N° modif. 001
File No. - N° de dossier 410zg.47419-174847	CCC No./N° CCC - FMS No./N° VME	
GETS Reference No. - N° de référence de SEAG PW-\$\$ZG-410-29773		
Date of Original Request for Standing Offer Date de la demande de l'offre à commandes originale		2016-01-18
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-02-29		Time Zone Fuseau horaire Eastern Standard Time EST
Address Enquiries to: - Adresser toutes questions à: Gagnon, Jocelyne C.		Buyer Id - Id de l'acheteur 410zg
Telephone No. - N° de téléphone (819) 956-0575 ()		FAX No. - N° de FAX (819) 956-2675
Delivery Required - Livraison exigée		
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:		
Security - Sécurité This revision does not change the security requirements of the Offer. Cette révision ne change pas les besoins en matière de sécurité de la présente offre.		

Instructions: See Herein

Instructions: Voir aux présentes

Acknowledgement copy required Accusé de réception requis	Yes - Oui <input type="checkbox"/>	No - Non <input type="checkbox"/>
The Offeror hereby acknowledges this revision to its Offer. Le proposant constate, par la présente, cette révision à son offre.		
Signature	Date	
Name and title of person authorized to sign on behalf of offeror. (type or print) Nom et titre de la personne autorisée à signer au nom du proposant. (taper ou écrire en caractères d'imprimerie)		
For the Minister - Pour le Ministre		

N° de l'invitation - Solicitation No.
47419-174847/B
N° de réf. du client - Client Ref. No.
47419-174847

N° de la modif - Amd. No.
File No. - N° du dossier
47419-174847/B

Id de l'acheteur - Buyer ID
410zg
N° CCC / CCC No./ N° VME - FMS

Amendment 001 - RFSO 47419-174847/B

This solicitation amendment 001 is raised to respond to Bidder's questions for Proposal 47419-174847/B

Questions

Question 1: Regarding solicitation no. 47419-174847/B, would it be possible to post a Word version of the RFP on Buy and Sell in order to complete the RFP.

Answer 1: The Attachment 1 to Part 3 Pricing Schedule and Attachment 1 to Part 4 Technical Criteria of the RFSO are the only sections available in Word Version and may be provided by e-mail upon request.

ATTACHMENT 1 to PART 3 PRICING SCHEDULE

The Offerors must complete this pricing schedule and include it in its financial offer. As a minimum, the Offeror must respond to this pricing schedule by inserting in its financial offer for each of the periods specified below its quoted firm all-inclusive hourly rate (in Cdn \$). The total amount of Applicable Taxes must be shown separately.

The rates specified below, when quoted by the Offeror, include the total estimated cost of all travel and living expenses that may need to be incurred for:

- Work described in Part 7, Standing Offer and resulting Contract Clauses, of this offer solicitation required to be performed within the National Capital Region
- travel between the successful offerors place of business; and
- the relocation of resources

to satisfy the terms of any resulting standing offer. These expenses cannot be charged directly and separately from the professional fees to any call-ups against the standing offer that may result from the offer solicitation.

ATIP Services / Advanced ATIP Consultant

Resource Name	Initial Offer Period (4 year) Firm All-Inclusive hourly rate (CAD \$) A	Optional Period 1 Firm All-Inclusive hourly rate (CAD \$) B	Optional Period 2 Firm All-Inclusive hourly rate (CAD \$) C	Optional Period 3 Firm All-Inclusive hourly rate (CAD \$) D	Total Firm All-Inclusive hourly rate (CAD \$) This rate will be used for Evaluation purposes (A+B+C+D)
1.					
2.					
3.					
4.					
5.					

N° de l'invitation - Solicitation No.
47419-174847/B
N° de réf. du client - Client Ref. No.
47419-174847

N° de la modif - Amd. No.
File No. - N° du dossier
47419-174847/B

Id de l'acheteur - Buyer ID
410zg
N° CCC / CCC No./ N° VME - FMS

ATTACHMENT 1 to PART 4 TECHNICAL CRITERIA

For each of the mandatory and point rated requirements listed below, the Offerors must demonstrate by using project descriptions as executed by the proposed Advanced ATIP Consultant (up to a maximum of 5 resources).

The project description should include the following:

- a. Name of the proposed resource
- b. Language of the resources (English and/or Bilingual)
- c. Project Title
- d. Description of project
- e. List of tasks performed by the Offeror
- f. Start and end date of project (if end date applies) (dates must include month and year)
- g. Start and end date when the Offeror actually worked in this capacity on this project (dates must include month and year)

** Merely stating the experience is not sufficient and the Offerors will be deemed non-responsive. When providing project description information, be mindful of contract obligations and limitations on information sharing**

Example: If the mandatory and point rated criteria demands experience in gathering, analyzing and validating findings, it is not sufficient just to state the Offeror has experience gathering, analyzing and validating findings. The experience must be demonstrated and a reference made to the specific location in the resume where corroborating information can be located in the manner indicated above.

The Standing offer Authority reserves the right to request reference(s)* from any of the Offeror's listed projects to verify and validate the information stated in the offer. If the reference is unable to verify or validate the information stated in the offer, the offer will be deemed non-responsive.

The Offeror's documentation must include detailed Curriculum Vitae (Resume) of the proposed candidates as part of the technical offer. Indicate the location in your offer where the requested information can be found for both the mandatory and point rated requirements.

Warning: Offerors are required not to disclose protected information in the description of their project, if so bids will be deemed non-responsive.

***Reference**

A reference to verify work performed MUST be a reference provided by a "Client" group or for work conducted in the capacity of the Offeror as an employee. In other words, it cannot be from a colleague or a subordinate, etc.

Contents

Table 1 – Mandatory Criteria, Advanced ATIP Consultant

Table 2 – Point Rated Criteria, Advanced ATIP Consultant

1. Mandatory Technical Criteria

The offer must meet the mandatory technical criteria specified below. The Offeror must provide the necessary documentation to support compliance with this requirement per resources.

Offers which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

N° de l'invitation - Solicitation No.
47419-174847/B
N° de réf. du client - Client Ref. No.
47419-174847

N° de la modif - Amd. No.
File No. - N° du dossier
47419-174847/B

Id de l'acheteur - Buyer ID
410zg
N° CCC / CCC No./ N° VME - FMS

Table 1 – Mandatory Criteria - Advanced ATIP Consultant		
The Offeror's proposed resource Name: _____		
Language: _____		
Description		MET/NOT MET
M1	The Offeror <u>must</u> demonstrate that the proposed resource has a minimum of 10 years' experience processing requests under the Access to Information Act and the Privacy Act within the last 15 years.	
M2	The Offeror must provide two Client Project references that demonstrate that the proposed resource has worked on projects as an Advanced ATIP consultant. These references must: <ul style="list-style-type: none"> i. Be from two different projects; ii. Have included performing analysis, review and response preparation for complex and sensitive requests and complaints under the Access to Information Act and the Privacy Act; iii. Have been completed within the last five years. 	
M3	The Offeror must demonstrate that the proposed resource has a minimum of three (3) years of experience developing and delivering training related to the release of records in response to requests under the Access to Information Act and the Privacy Act.	

2. Point Rated Technical Criteria

Offers which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below.

Offers which fail to obtain the required minimum number of points of 65% (68/105) specified below will be declared non-responsive. Each point rated technical criterion should be addressed separately.

Table 2– Point rated Criteria, Advanced ATIP Consultant			
The Offeror's proposed resource Name: _____			
Language: _____			
Experience:			
No	Point Rated Technical Criterion	Offer Preparation Instructions	Weighting (Points)
RT1	Points will be awarded, up to a maximum of thirty (30) points for each project (max 2), where the Offeror demonstrates that the proposed resource has experience:	<ul style="list-style-type: none"> - Demonstrated experience with the following legislation and directives: <ul style="list-style-type: none"> • Access to Information Act or Privacy Act • Regulations with respect to Access to Information or Privacy 	15 Points

N° de l'invitation - Solicitation No.
47419-174847/B
N° de réf. du client - Client Ref. No.
47419-174847

N° de la modif - Amd. No.
File No. - N° du dossier
47419-174847/B

Id de l'acheteur - Buyer ID
410zg
N° CCC / CCC No./ N° VME - FMS

	<p>(Maximum of 60 points)</p> <p>The projects do not need to be the same two projects as submitted for M1 though they have to respect the mandatory timeframes of M1. Therefore, the 2 projects evaluated under RT1 have to be within the last fifteen years.</p>	<ul style="list-style-type: none"> • Treasury Board Secretariat Frameworks, Policies, Directives and Guidelines on Access to Information or Privacy - Demonstrated experience with the following legislation: <ul style="list-style-type: none"> • Customs Act or • Immigration and Refugee Protection Act - Demonstrated experience in the processing of files under any organization in the Public Safety Canada Portfolio - Demonstrated experience in the processing of requests over 5, 000 pages that relate to National Security 	<p>5 Points</p> <p>5 Points</p> <p>5 Points</p>
RT2	<p>Points will be awarded, up to a maximum of fifteen (15) points for each project (max 2), where the Offeror demonstrates that the proposed resource has experience administering policies and procedures related to the release of records in response to sensitive and complex requests under the Access to Information and Privacy Acts:</p> <p>(Maximum of 30 points)</p> <p>The projects do not need to be the same two projects as submitted for M1 though they have to respect the mandatory timeframes of M1. Therefore, the 2 projects evaluated under RT1 have to be within the last fifteen years.</p>	<ul style="list-style-type: none"> - Demonstrated experience performing the analysis, review and preparation of responses to sensitive and complex requests under the Access to Information Act - Demonstrated experience performing the analysis, review and preparation of responses to sensitive and complex requests under the Privacy Act - Demonstrated experience processing complaints on sensitive and complex requests under the Access to Information and Privacy Acts - Demonstrated experience developing and delivering ATIP related training - Demonstrated experience administering policies and procedures related to the release of records in response to sensitive and complex requests under the Access to Information and Privacy Acts - Demonstrated experience in the processing of access and privacy requests in federal government organizations of comparable size and complexity to that of CBSA 	<p>3 Points</p> <p>3 Points</p> <p>2 Points</p> <p>2 Points</p> <p>3 Points</p> <p>2 Points</p>

N° de l'invitation - Solicitation No.
47419-174847/B
N° de réf. du client - Client Ref. No.
47419-174847

N° de la modif - Amd. No.
File No. - N° du dossier
47419-174847/B

Id de l'acheteur - Buyer ID
410zg
N° CCC / CCC No./ N° VME - FMS

RT3	<p>Points will awarded, up to a maximum of 15 points, for the resource providing a one to two page discussion paper on the provisions of the Access to Information Act and related regulations and jurisprudence and how they apply to the Major Headings of the Access to Information Act:</p> <p>(Maximum 15 points)</p>	<p><u>Writing</u></p> <ul style="list-style-type: none"> - Excellent writing ability with no grammatical and spelling errors; - Well written with less than five grammatical and spelling errors; - Not well written with more than five grammatical and spelling errors. <p><u>Analytical Skills</u></p> <ul style="list-style-type: none"> - Offeror demonstrates the ability to analyze all major headings of the Access to Information Act; - Response demonstrates the ability to analyze two or more of the major headings of the Access to Information Act; - Response demonstrates the ability to analyze one or less of the major headings of the Access to Information Act. <p><u>Major Headings of The Access to Information Act</u></p> <ul style="list-style-type: none"> - Purpose of the Act - Access to Government Records - Exemptions - Third Party Intervention - Complaints - Investigations - Reports to Parliament - Review by the Federal Court - Office of the Information Commissioner - Offences - Exclusions <p><u>Knowledge of the Access to Information Act</u></p> <ul style="list-style-type: none"> - Response demonstrates knowledge of all major headings of the Access to Information Act and provides situational examples of how the Offeror has applied this knowledge; - Response demonstrates knowledge of two or more groupings of the 	<p>5 Points</p> <p>3 Points</p> <p>1 Point</p> <p>5 Points</p> <p>3 Points</p> <p>1 Point</p> <p>5 Points</p> <p>3 Points</p>
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N° de l'invitation - Solicitation No.
47419-174847/B
N° de réf. du client - Client Ref. No.
47419-174847

N° de la modif - Amd. No.
File No. - N° du dossier
47419-174847/B

Id de l'acheteur - Buyer ID
410zg
N° CCC / CCC No./ N° VME - FMS

		<p>Access to Information Act and provides situational examples of how the Offeror has applied this knowledge;</p> <ul style="list-style-type: none">- Response demonstrates knowledge of one or less of the groupings of the Access to Information Act and the Offeror fails to provide situational examples of how they applied this knowledge.	1 Point
Total # of points			105 points
Pass mark = 65% or 68/105 points			