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**11 Laurier St. / 11, rue Laurier**

**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

|  |  |   |
|--|--|---|
| <b>Title - Sujet</b><br>ATIP consultants Services  |  |   |
| <b>Solicitation No. - N° de l'invitation</b><br>47419-174847/B   |  | <b>Date</b><br>2016-02-04   |
| <b>Client Reference No. - N° de référence du client</b><br>1000324847  |  | <b>Amendment No. - N° modif.</b><br>006                             |
| <b>File No. - N° de dossier</b><br>410zg.47419-174847  | <b>CCC No./N° CCC - FMS No./N° VME</b> |   |
| <b>GETS Reference No. - N° de référence de SEAG</b><br>PW-\$\$ZG-410-29773   |  |   |
| <b>Date of Original Request for Standing Offer</b><br>Date de la demande de l'offre à commandes originale  |  | 2016-01-18  |
| <b>Solicitation Closes - L'invitation prend fin<br/>at - à 02:00 PM<br/>on - le 2016-02-29</b>   |  | <b>Time Zone<br/>Fuseau horaire</b><br>Eastern Standard<br>Time EST |
| <b>Address Enquiries to: - Adresser toutes questions à:</b><br>Marcotte, Karen   |  | <b>Buyer Id - Id de l'acheteur</b><br>410zg                         |
| <b>Telephone No. - N° de téléphone</b><br>(819) 956-8165 ( )   |  | <b>FAX No. - N° de FAX</b><br>(819) 956-2675                        |
| <b>Delivery Required - Livraison exigée</b>  |  |   |
| <b>Destination - of Goods, Services, and Construction:</b><br><b>Destination - des biens, services et construction:</b>  |  |   |
| <b>Security - Sécurité</b><br>This revision does not change the security requirements of the Offer.<br>Cette révision ne change pas les besoins en matière de sécurité de la présente offre. |  |   |

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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### **Amendment 006 - RFSO 47419-174847/B**

This solicitation amendment 006 is raised to respond to Bidder's questions for Proposal 47419-174847/B

#### **Questions**

**Question 1: Under M2, ii.** the Offeror must provide information on requests that were complex and sensitive, and filed under the ATI and the Privacy Act. In order to fulfill this mandatory criterion, do we need to provide one project where the ATI applied, and one project where the Privacy Act applied?

**Answer 1:** Yes

**Question 2: Under M3.** , the Offeror must demonstrate resources' training experience. Could you clarify how you would like the offerors to demonstrate the experience; will you be satisfied with only a short description of the training session(s)? Would you like the Offerors to provide samples, first pages, training material? If the material is Protected, can we just provide a short description?

**Answer 2:** A short description of the training session(s) and objective(s) is satisfactory.

**Question 3: Under RT1,** could you break down the 15 points? Is it 5 points for each of the first 3 bullets?

**Answer 3:** No. You need to have all three bullets per project to obtain the 15 points.

**Question 4: Under RT1,** we have to demonstrate experience working files under any organization in the Public Safety Canada Portfolio. Question: For the sake of clarity, please confirm that the following departments/agencies are within the Public Safety Canada portfolio? Public Safety Canada; Royal Canadian Mounted Police; Canadian Security Intelligence Service; Security Intelligence Review Committee.

**Answer 4:** Public Safety Canada works with five agencies and three review bodies, united in a single portfolio and all reporting to the same minister. The information is available on their main page at <http://www.publicsafety.gc.ca/cnt/bt/index-eng.aspx>

**Question 5: Under RT2, Bullet 1,** for the maximum 3 points, we need to demonstrate experience with requests under the ATI Act. Under the second Bullet, we need to demonstrate experience with requests under the Privacy Act. Since a file is either an ATI or a Privacy, it will be impossible to obtain the maximum number of points for either of the two files requested. Does that mean that we have to provide evidence pertaining to a total of 4 different files?

**Answer 5:** A project is not limited to a file. It can include any work performed during a specified contract.

**Question 6: Under RT2, item 3,** as per section 35 of the Access to Information Act, section 33 of the Privacy Act, and case laws, investigations are conducted in private (en secret in the French version). You will agree that our resources are precluded to provide any details pertaining to the work performed. Will you be satisfied, as evidence, with the file number and the general type of complaints? As for the demonstration of the link to sensitive and complex requests, as evidence, will you be satisfied with general statements pertaining to the sensitivity and complexity?

**Answer 6:** The file number is not necessary; simply provide the type of complaint with a clear explanation of the issue(s) and the outcome(s). We will accept general statements that clearly demonstrate the sensitivity and complexity of the complaint.

**Question 7: Under RT2, item 4,** is there is link between the projects referenced, and the experience of developing and delivering training? Does your response to our previous question on M3 apply for the demonstration? If there is no link with the projects used under RT2, how will it be possible to obtain 4 points for this rated criterion?

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**Answer 7:** A project is not limited to a file. It can include any work performed during a specified contract.

**Question 8: Under RT2, item 5,** as evidence of policies and procedures administered, in relation to 2 files, will you be satisfied with the exact reference to said policies and with a description of the procedures?

**Answer 8:** No. A direct link must be made to explain how the policies and procedures were applied to the release of the records.

**Question 9: Under RT2, item 6,** what size would be considered as “comparable size”? Do you refer to the number of employees, the number of Branches, the number of field offices, or the number of programs administered? Can you provide examples of comparable size federal government organizations?

**Answer 9:** CBSA ATIP is considered a large size institution. For comparable size federal government organizations, we refer you to the respective organization's *Access to Information Act* and *Privacy Act* Annual Reports to Parliament.

**Question 10: Under RT2, item 6,** if we want to obtain the maximum points in RT1, and use file examples from work completed for organizations in the Public Safety Canada Portfolio, it means that we cannot use the same files in RT2, as we would not obtain the points for requests processed in organizations of comparable size, as for example, CSIS ATIP Office and PS ATIP Office are far from the size of the CBSA ATIP Office.

**Answer 10:** A project is not limited to a file. It can include any work performed during a specified contract.

**Question 11: Under RT2, bullet 6,** what do you mean by “comparable complexity”?

**Answer 11:** Files that clearly demonstrate comparable sensitivity and complexity. This can be measured by the nature of the request, consultation requirements, and volume.

**Question 12: Under RT3,** are we allowed to use discussion papers which were provided on a previous RFSO from the CBSA?

**Answer 12:** Yes, if you believe it still meets our requirement.

**Question 13: Under 6.2, CBSA Security Requirements,** it says that the CBSA will conduct the Reliability Status assessment on the proposed contractor... Could you please confirm the level of screening required? Is it as per the SRCL attached?

**Answer 13:** A Secret clearance is required.

**Question 14: Under 7.7 Insurance,** we are referred to Clause G1005C, which seems to have been archived, and consequently there would be no specific insurance requirement. However, according to 2.1, the Standard Instructions-Request for Standing Offers (SACC) are incorporated by reference into and form part of this RFSO. (Clause M9015T, Insurance Requirements - Proof of Availability - Prior to issuance of a Standing Offer). Will proof of availability of insurance be required before issuance of a standing offer?

**Answer 14:** Please refer to the Clause G1005C (2016-01-28) of the Standard Acquisition Clauses and Conditions (SACC) Manual:

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/G/G1005C/3>

**Question 15: Under Annex A, SOW,** the first activity listed under Advanced ATIP Consultant is “coordinating activities of ATIP team members”. Does that mean that you intend our ATIP consultants to act as “Team leaders”? Does that mean that you intend to add a supervisory function to the duties of ATIP Consultants?

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**Answer 15:** It means that we may ask a consultant to manage files that are assigned to other consultants and employees.

**Question 16: Under Annex B, Basis of payment,** last paragraph, could you please confirm that all hours spent in "Travel Status" will be billable hours?

**Answer 16:** Authorized Travel and Living Expenses for Training purposes only anywhere within Canada will be billable

**Question17:** For the rated requirement RT3, Consultants are having a challenge keeping it two pages or less and addressing all the major headings and their knowledge of the Access to Information Act. The Act is very complicated and to address all of the required points under two pages is nearly impossible. Would it be possible to be flexible and accept a discussion paper that is over the two page maximum or delete the major headings that you are asking to be addressed? If it remains as is, please confirm that we will not be penalized if we go over the two pages.

**Answer 17:** If you exceed two pages you will not be penalized but we ask that you keep your response as brief as possible.