



**RETURN BIDS TO : - RETOURNER LES SOUMISSION À:**

**Canada Revenue Agency  
Agence du revenu du Canada**  
*See herein / Voir dans ce document*

**Proposal to: Canada Revenue Agency**  
We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein and/or attached hereto, the goods and/or services listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition à : l'Agence du revenu du Canada**  
Nous offrons par la présente de vendre à Sa Majesté la Reine du Chef du Canada, en conformité avec les conditions énoncées dans la présente incluses par référence dans la présente et/ou incluses par référence aux annexes jointes à la présente et ci-jointes, les biens et/ou services énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Bidder's Legal Name and Address - (ensure the Bidder's complete legal name is properly set out)  
Raison sociale et adresse du Soumissionnaire - (s'assurer que le nom légal au complet du soumissionnaire est correctement indiqué)**

\_\_\_\_\_  
\_\_\_\_\_

***Bidder is required to identify below the name and title of the individual authorized to sign on behalf of the Bidder – Soumissionnaire doit identifier ci-bas le nom et le titre de la personne autorisée à signer au nom du soumissionnaire***

\_\_\_\_\_  
Name /Nom

\_\_\_\_\_  
Title/Titre

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date (yyyy-mm-dd)/(aaaa-mm-jj)

(\_\_\_\_)\_\_\_\_\_  
Telephone No. – No de téléphone

(\_\_\_\_)\_\_\_\_\_  
Fax No. – No de télécopieur

\_\_\_\_\_  
E-mail address – Adresse de courriel

**AMENDMENT TO REQUEST FOR PROPOSAL / MODIFICATION DE DEMANDE DE PROPOSITION**

<b>Title – Sujet</b> Records Management and Imaging Consultant	
<b>Solicitation No. – No de l'invitation</b> 1000328857	<b>Date</b> February 24, 2016
<b>Amendment No. - N° modif.</b> 001	
<b>Solicitation closes – L'invitation prend fin</b> on – le March 22, 2016 at – à 2:00 P.M. / 14 h	<b>Time zone – Fuseau horaire</b> EST /HNE Eastern Standard Time/ Heure Normale de l'Est
<b>Contracting Authority – Autorité contractante</b> Name – Nom Henrik Schwerdtfeger Address – Adresse - See original document/ voir document original E-mail address – Adresse de courriel - See original document/ voir document original	
<b>Telephone No. – No de téléphone</b> (613) 608-6997	
<b>Fax No. – No de télécopieur</b> (613) 948-2459	
<b>Destination - Destination</b> See herein / Voir dans ce document	
<b>THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT. LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE EN MATIÈRE DE SÉCURITÉ.</b>	



## SOLICITATION AMENDMENT # 001

This solicitation amendment is raised to:

1. Address the following questions submitted during the solicitation period as per RFP; and
  2. Amend the RFP.
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### 1. QUESTIONS AND ANSWERS

Q1. Are we required to submit Appendix 4 only if it is a Joint Venture?

A1. The Joint Venture Certification must (only) be completed if a joint venture is being proposed.

Q2. In the Confidentiality Section (Page 32), are we to insert the legal name of the company on the first line?

A2. That is correct.

Q3. Annex B states that payment will be a "firm all-inclusive hourly rate in Canadian funds, GST or HST extra as applicable". However Section 7.13 states "The Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work," Are expenses to be included in the hourly rate? if so, how many visits to each location are anticipated & where are they?

A3. Please refer to the RFP amendment below.

Q4. We obtained the RFP online but the usual option to obtain amendments automatically was not available. How will we be notified of any amendments?

A4. Please contact Buyandsell.gc.ca directly to obtain the required information. The following Buyandsell.gc.ca web page can help you find the relevant contact information: <https://buyandsell.gc.ca/contact-us>

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### 2. AMENDMENTS TO THE RFP

M1. At section 7.13. 'Travel and Living Expenses',

**Delete:**

The Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal, private vehicle and incidental expense allowances specified in Appendices B, C and D of the CRA's Travel and Living Guidelines for Contractors (<http://www.cra-arc.gc.ca/gncy/prcrmnt/trvl-eng.html>), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.

**Replace with:**

Services are to be provided in the National Capital Region (NCR), unless otherwise stated.



All costs associated with travel and living expenses from the Contractor's place of business to the site of the work in the NCR, for the purposes of carrying out the work, must be included in the per diem rates quoted by the Contractor.

If, upon request by the CRA Project Authority, the Contractor is required to provide services at CRA facilities other than those in the NCR, then the Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal, private vehicle and incidental expense allowances specified in Appendices B, C and D of the CRA's Travel and Living Guidelines for Contractors (<http://www.cra-arc.gc.ca/gncy/prcrmnt/trvl-eng.html>), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

M2. At section 7.15. 'Work Location',

**Delete:**

The majority of the work under this Contract will be performed at the Contractor's site. On an as and when requested basis, the Contractor will be required to work on-site at the Project Authority's work location for meetings, presentations, etc.

**Replace with:**

The work location will be at the following CRA location:

250 Albert Street, 9th floor  
Ottawa, Ontario K1A 0L5

**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED**