

**ADDENDUM NO. 2**  
**Questions and Answers**

October 5, 2016

**To: All Bidders**

**Subject: Mental Health-Related Tools And Resources For Employees and Managers of the Canadian Food Inspection Agency. RFP # G0184**

Bidders are hereby notified of the following questions raised to date.

**Question 1.**

After much confusion, a lot of time wasted and incorrect Security Clearance submissions being made, I have found that it is impossible for my organization to obtain the necessary Security Clearance as detailed in **Section 1, Clause 24.0 (page 9/27)** of this RFP. Just this afternoon, I was instructed by Contract Security Personnel that CFIA must sponsor their Suppliers into the program before applications are to be submitted for approval. The steps are as follows:

- CFIA must sponsor their Suppliers by filling out an RFPSOS Form and emailing it to [ssi-iss@ppsgc-pwgsc.gc.ca](mailto:ssi-iss@ppsgc-pwgsc.gc.ca); then
- One month later, the Contract Security Program will send a “welcome package” to the supplier which contains a number of forms for us to fill out, with a 30-day deadline for completion. Once these forms are submitted, then
- The approval process will commence, which takes between 3-6 months to complete, which means
- The Security Clearance cannot be awarded until March or April 2017 at the earliest.

Since DOS Level Protected B is a mandatory requirement of this RFP as stated in **Section 1, Clause 24.0 (page 9/27)** and is required to be in place by October 19, 2016 at 3pm, I formally request the following options be considered:

- fast-track the process to honour the above-mentioned dates, or
- remove this requirement from the RFP, or
- award the RFP with the intent of fulfilling this Security requirement at a later date

**Answer 1.**

Due to the fact that the supplier would not be accessing information from our employees, Protected B clearance is not deemed necessary. The supplier is simply providing information. Therefore, we will remove this criterion from the RFP.

**Question 2.**

**Section 1, Clause 19.1 d (page 7/27) Work Force Reduction Programs** - is this section non-applicable to our organization because we do not employ any former Public Servants? Please clarify what \$5,000 exemption you are referring to?

**Answer 2.**

Correct. This section only applies to suppliers who are Former Public Servants in receipt of a pension. The \$5000 exemption is used as part of the abatement formula.

**Question 3.**

In points 3.0 and 10.0 you ask for only electronic/email response to the RFP. However in point 4.0 you ask that the responses “must be accompanied with a signed original of the bid solicitation cover page”. Could you please confirm if a scanned original signature or electronic signature is acceptable?

**Answer 3.**

Scanned original signatures or electronic signatures are acceptable.

**Question 4.**

Could you please clarify what is understood when the term resource is used in criteria M1? Do you refer to a person or to the bidding firm?

**Answer 4.**

The bidding firm.

**Question 5.**

We have a question regarding Mandatory Evaluation Criteria #1 in the RFP, which is as follows:

Evaluation Number	Mandatory Criteria	Required Supporting Information	Compliant YES/NO
M1	The proposed resource MUST hold a current, valid security screening for a Designated Organization Screening (DOS) at Level Protected B (or higher) granted by the Contract Security Program (CSP) of PWGSC at the date and time of bid closing.	The file number and expiration date must be included in the proposal.  If the required resource’s clearance is not held by the Contractor, the Contractor must ensure that a valid DUPLICATE security clearance for the proposed resource is obtained.	

We have the following clearances regarding both our people and our firm's site locations which will be used to service this mandate. Does this satisfy Mandatory Evaluation Criteria #1, or are we missing something? Could you please confirm with us either way.

Our 2 service locations have site numbers only. No file number or expiry dates. Will this do to satisfy the Mandatory criteria?

**Answer 5.**

Due to the fact that the supplier would not be accessing information from our employees, Protected B clearance is not deemed necessary. The supplier is simply providing information. Therefore, we will remove this criterion from the RFP.

ALL OTHER TERMS & CONDITIONS OF THE SUBJECT RFS REMAIN UNCHANGED.

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