

**Amendment No. 001 TO THE REQUEST FOR PROPOSAL
Reference Number: 1000182746**

CLOSING DATE: November 8, 2016
CLOSING TIME and TIME ZONE: 2:00 PM EDT

PROJECT TITLE: **Field marketing, planning, public engagement, management and execution for Health Canada**

To All Bidders,

Amendment 001 is raised to give effect to the following items:

1) to give effect to the following Questions & Answers:

Q1 - For the security clearance, are you looking for us to fill out Field #17 in Annex C and send it across to you for processing? Forgive me, this is the first time I have had to complete a security clearance.

A1 – You need to meet what we've identified as security requirements as per Annex C. See here for more information [<http://iss-ssi.pwgsc-tpsgc.gc.ca/ssi-iss-services/eso-oss-eng.html>]

Q2 - For delivery purposes, the printed submissions should go to the Issuing Office address with an attention to yourself? Could you let us know of a telephone number to associate with it for the courier company?

A2 - 613-941-2026

Q3 - Could you let us know what information you require to receive the physical attachments?

A3 - See Part 3, Section 3.1

Q4 - For clarification, for pricing, you are only looking for Per Diem rates for Stream 1 and 2 (but not broken down to the individual activities below each)?

A4 - Correct.

Q5 - Since this is a RFSA, is the notion that vendors who can support the various regions they can will respond or are you looking for vendors that can serve your needs nationally? If the latter, are there travel costs that we need to identify or would it be per government travel policies or is the per diem to include travel costs as well?

A5 - As per the SOW, no Travel will be reimbursed. It should be absorbed by your costs.

Q6 - Could you let us know if there is an incumbent(s) and what the annual spend previously was?

A6 - No incumbent.

Q7 Is Part 3 Section IV 3.1.1.1 required for this submission, or only necessary for specific Work resulting from being a Supplier? If an address is required, should the submission follow the same Arrangement Preparation Instructions as Sections I, II and III in Part 3.1?

A7 - You need to meet the Security Requirements prior to any contract being issued for specific work.

Q8 Under Part 4, can we submit more than 2 project examples? Some of our project examples meet most of the points in Stream 1 and Stream 2, but not all. For example, if two projects meet all the Stream points except "specialized workshops and training sessions for specific target audiences (i.e. health professionals)", can we add a third project example that does meet this point?

A8 - Yes, as long as the additional projects submitted are relevant to the criteria in the either 1 or 2 streams or both.

Q9 To confirm, the submission is due by 2pm EST on Tuesday November 8 and should be sent to?
Health Canada Bid Receiving Unit
Federal Records Centre Building,
161 Goldenrod Driveway,
Ottawa, Ontario K1A 0K9
Attention: Jason Roberts
RFSA Reference Number: 1000182746

A9 –Yes.

Q10 Part 4.1.1.2 R2 refers to “any interactive material submitted”. Can you please give examples of what you mean by “interactive materials”? Are these websites, videos, event material, signage etc?

A10 - All of the above, as well as any other types of digitally produced materials.

Q11 In Annex B, should the per diem be broken down by role? For example, Program Manager, Account Director, Web Designer, etc, or are you only looking for one rate for Stream 1 and Stream 2 respectively? Does per diem include potential expenses to execute projects, or just overhead and profit as stated?

A11 – One rate for Streams 1 and 2 respectively. Per diems must be all inclusive.

Q12 What is Annex D and are we supposed to complete it? There is no reference to it within the RFSA.

A12 – Annex D will accompany any work in a resulting contract.

All other terms and conditions remain unchanged.

- End of Amendment No. 001 -