

National Energy  
Board



Office national  
de l'énergie

**ADDENDUM #2**  
**REQUEST FOR PROPOSAL**

**TSPS Supply Arrangement - Streams and Categories:**

**2. Business Consulting / Change Management Stream:**

- 2.1 Business Analyst (Senior)
- 2.5 Business Process Consultant (Senior)
- 2.6 Change Management Consultant (Senior)

**3. Project Management Services Stream:**

- 3.2 Project Manager (Senior)
- 3.10 Technical Writer (Senior)

**Enquiries:** All enquiries and bid submissions are to be directed to:

Papa Thierno Ndiaye  
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**Issuing Office**

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**Vendor**

TBD

**This notice is to advise potential bidders of Addendum #2 to above mentioned Request for Proposal.**

**This Solicitation Addendum No. 02 is raised to:**

**1. Address questions raised and submitted to date**

**Question 1**

Can you please confirm whether only one contract will be awarded?

**Answer 1**

More than one contract will be awarded.

**Question 2**

Can you please confirm that all 5 resource categories need to be met for a bid to be responsive. In other words, could a bidder qualify for 3 of the 5 categories and still be responsive?

**Answer 2**

Yes, all 5 resource categories need to be met for a bid to be responsive.

**Question 3**

Can you please confirm whether each resource category requires a unique individual, or if one individual could be proposed for more than one resource category should they have the relevant experience.

**Answer 3**

Same individual can be listed for more than one category as long as they have the experience and skill to qualify.

**Question 4**

The bid seems designed for 5 separate resources, though the mandatory and point rated requirements reference an individual resource. Can you please clarify how the mandatory and point rated criteria will apply to a team?

**Answer 4**

The RFP is for a task based contract. As requirements occur the contractor may need to meet a variety of team compositions. The mandatory and rated criteria apply to the company and its ability to supply resources in the 5 categories.

**Question 5**

Can you please confirm that the client is requiring the Bidder to propose 5 resources in total, as per categories specified in page 1 of RFP.

**Answer 5**

Yes, bidder must propose five resources in total, as per categories specified in page RFP

**Question 6**

If the answer to Q#5 is yes, can you please confirm that any or all five resources need to meet the mandatory and rated requirements?

**Answer 6**

Yes, all five resources need to meet the mandatory and rated requirements.

**Question 7**

Can you please provided a breakdown of how the max score will be assigned for all the rated requirements R1, R2 and R3? For instance, rated R1 has 45 points assigned if the proposed resource demonstrates "... RECENT (within the last 3 years) experience performing tasks in any the following areas...". Are 45 points given if the resource demonstrates how many months/years within the last 3 years?

**Answer 7**

- R.1 - there are 6 bullets each worth 5 marks. If a proposal does not address one of the bullets they will lose a full 5 points. If the proposal does address the bullet then the information will be evaluated based on quality, similarity to Statement of Work, years of experience.
- R.2 – 5 points for each resource listed with applicable degrees and certificates to a maximum of 15 points.
- R.3 – 10 points for each project reference with the following groups; Regulatory Boards, Federal Government in Ottawa, Federal Government in the Regions, and Industries within the Energy Sector.

**ALL OTHER TERMS AND CONDITIONS OF THE SOLICITATION REMAIN UNCHANGED.**