



Procurement Hub – Ottawa Office,
Station 9W071, 9th Floor,
200 Kent Street,
Ottawa, Ontario K1A 0E6

January 6, 2017

ADDENDUM NO. 3

Subject: Request for Proposal No. FP802-160277
Two Exercise Development, Facilitation and Evaluation Consultants to assist in Incident Management Exercise Support Services

Further to the above-mentioned Request for Proposal, this Addendum (#3) is to advise potential bidders of the question(s) received during this tender call to date. Both the question(s) and the response(s) are indicated in the attached Annex A-1.

Addendum is also to address revisions to documents within the Request for Proposal and the revision is as follows:

Delete in its entirety: Appendix “C” Statement of Work, Section 13.5 Travel

The resources are required to travel to perform some of the required services described in this Statement of Work. Travel outside the National Capital Region (NCR) will be undertaken with prior approval and in accordance with Government of Canada Treasury Board Guidelines.

Insert the following: Appendix “C” Statement of Work, Section 13.5 Travel

The Canadian Coast Guard expects the successful bidder to travel outside the National Capital Region (NCR) during the duration of this contract. All travel will be undertaken with the prior approval and in accordance with Government of Canada Treasury Board Guidelines. . Cost for travel cannot be determined at this time. At Contract Award a pro visionary allowance for travel will be included in the contract.

Delete in its entirety: Annex “A” Basis of Payment

ENGLISH RESOURCE

Name of Resource	All-inclusive fixed Per-Diem Rate	Estimated # of Days	Total
	A	B	C = A x B
Initial Contract Period – Award to March 31 2017			
		80	
Option Period 1 (April 1 2017 to March 31 2018)			
		250	
Option Period 2 (April 1 2018 to March 31 2019)			
		250	

Total (Initial Contract Period + Option Period 1 +Option Period 2): Evaluated Price (Applicable Taxes excluded):	
Applicable Taxes	GST: HST: PST:

BILINGUAL RESOURCE

Name of Resource _____	All-inclusive fixed Per-Diem Rate	Estimated # of Days	Total
	A	B	C = A x B
Initial Contract Period – Award to March 31 2017			
		80	
Option Period 1 (April 1 2017 to March 31 2018)			
		250	
Option Period 2 (April 1 2018 to March 31 2019)			
		250	
Total (Initial Contract Period + Option Period 1 +Option Period 2): Evaluated Price (Applicable Taxes excluded):			
Applicable Taxes			GST: HST: PST:

Insert the following: Annex “A” Basis of Payment

ENGLISH RESOURCE

Name of Resource _____	All-inclusive fixed Per-Diem Rate	Estimated # of Days	Total
	A	B	C = A x B
Initial Contract Period – Award to March 31 2017			
		35	
Option Period 1 (April 1 2017 to March 31 2018)			
		250	
Option Period 2 (April 1 2018 to March 31 2019)			
		250	
Total (Initial Contract Period + Option Period 1 +Option Period 2): Evaluated Price (Applicable Taxes excluded):			
Applicable Taxes			GST:

	HST:	
	PST:	

BILINGUAL RESOURCE

Name of Resource _____	All-inclusive fixed Per-Diem Rate	Estimated # of Days	Total
	A	B	C = A x B
Initial Contract Period – Award to March 31 2017			
		35	
Option Period 1 (April 1 2017 to March 31 2018)			
		250	
Option Period 2 (April 1 2018 to March 31 2019)			
		250	
Total (Initial Contract Period + Option Period 1 +Option Period 2):			
Evaluated Price (Applicable Taxes excluded):			
Applicable Taxes			
		GST:	
		HST:	
		PST:	

All other terms and conditions remain unchanged.

Tenderers are to acknowledge this Addendum by signing in the space provided below and enclosing a copy of this document with their tender submission.

Yours truly,

Jianna-Lee Zomer
 Senior Contracting Officer,
 Financial & Materials Management Operations
 Telephone: (613) 993-4684
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RECEIPT ACKNOWLEDGED

Name of Company _____

Signature _____



Annex A-1.

- Q1.** Relative to Point-Rated Technical Criteria R4 (for both Bilingual and English consultant), would you accept a candidate who has designed and delivered a course in exercise design from DRI Canada as fulfilling this criterion?
- A1:** The Canadian Coast Guard (CCG) would invite you to submit more information as part of your proposal in order for it to be able to better assess whether the criteria is met. Please ensure that your submission includes the following information:
- The organization on behalf of which the course was delivered
 - The course synopsis and/or curriculum
 - Dates (approximate) when the course was delivered
 - A high-level description of who the course was delivered to (e.g. first responders in a specific location, employees of a specific organization)
- Q2.** Rather than a single resource, may we submit a team to address all aspects of the statement of work?
- A2:** As indicated in Addendum 2, Question and Answer 1:
CCG is looking for two individual resources at this time. If more than one resource from your organization meets the requirements, we encourage you to submit an individual bid for each resource.
- Q3:** May consultant travel time be charged as billable hours?
- A3:** Yes
- Q4:** Is there a requirement for the proposed resource(s) to hold Enhanced Reliability, Secret, or Top Secret security clearance from the CISD?
- A4:** As indicated in Addendum 1, Question and Answer 3:
There is no Security Requirements Checklist (SRCL) and no security clearance requirements. However, please note that:
1. The Contractor/Offeror, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, **MUST NOT** access **PROTECTED** and/or **CLASSIFIED** information or assets.
 2. The Contractor/Offeror personnel **MAY NOT ENTER NOR PERFORM WORK ON** sites where **PROTECTED OR CLASSIFIED** information or assets are kept, without an escort provided by the department or agency for which the work is being performed.
 3. The Contractor/Offeror **MUST NOT** remove any **PROTECTED** information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
 4. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of the DFO or the CISD/PWGSC.
 5. The Contractor/Offeror must comply with the provisions of the:
 - a. Security Requirements Check List and security guide (if applicable)
 - b. Industrial Security Manual (Latest Edition)

Q5. Due to the delay in the submission of proposals, can the Canadian Coast Guard provide an update to the project due date as stated in Section 5 of Appendix C?

A typical “immersive simulation exercise, the prep, and after-action report”, would require more time than will be available before March 2017 once the contract is awarded.

A5 The deliverables and their respective due dates remain the same.

The Immersive Simulation Exercise mentioned in section 5 of Appendix C is currently planned for mid-February 2017. Given the deadline for submission of proposals and the time required to assess proposals and to put a contract in place, CCG is moving forward with exercise planning with its own resources for now and producing deliverables as scheduled. When the contract has been awarded, the consultants will be expected to augment CCG’s efforts towards exercise planning, facilitation, and/or support for after-action report for this specific exercise.

As mentioned in section 5 of Appendix C, this contract is not limited to the specific Immersive Simulation Exercise. Other exercises will also require work as part of this Request for Proposals.

Q6 It appears that the financial evaluation primarily considers the daily per diem rate only and does not take into account travel, lodging, meals, rental vehicle, fuel, mileage, etc. Is this correct?

A6 That is correct. The Canadian Coast Guard (CCG) will only be evaluating the daily per diem rate that is submitted by a bidder which does not include travel, lodging, meals, rental vehicle, fuel, mileage, etc. CCG does expect the successful bidder to travel during the duration of this contract. Cost for travel cannot be determined at this time. At Contract Award, a provisionary allowance for travel will be included in the contract.

Q7 Is the per diem rate be calculated in Canadian or US dollars?

A7 The CCG will be evaluating per diem rates based on Canadian dollars.

Q8 Has the CCG made any sort of estimate on the number of hours and/or days required to complete this work?

R9 As per section 6.0 *Level of Effort* of Appendix C “Statement of Work”:
For the initial contract period (date of award to March 31, 2017), we had originally estimated up to 80 days. We now estimate this number to up to 35 days, given that the contract award date will be later than originally expected.
For optional period 1 (April 1, 2017 to March 31, 2018) and optional period 2 (April 1, 2018 to March 31, 2019), the estimate remains up to 250 days for each period.
However, please note that this is an estimated level of effort and in no way is a commitment of work by the Government of Canada.

Q9 To clarify if our organization chooses to utilize a team approach (multiple resources) for this project we will need to identify each individual, qualifications and per diem rate in the form of individual bid for each?

A9 As indicated in Addendum 2, Question and Answer 1:
CCG is looking for two individual resources at this time. If more than one resource from your organization meets the requirements, we encourage you to submit an individual bid for each resource.