

Solicitation No.: 1000184641
Amendment No.: 02

Amendment 02 is issued for the following purpose:

1. Correct the date of bid closing:
2. Respond to questions submitted
3. Modify the financial evaluation criteria.

1. On Page 1 of the RFP, delete A10 Bid Delivery and replace with:

A10. BID DELIVERY

Bids must be received by no later than 14:00 (2 p.m.) on February 08, 2017 at the bid receiving address indicated in A1. Bids received after the closing date and time (referred to as the "Closing Date") will be considered non-responsive.

2. Questions

Question

Is there now or has there been within the last 12 months a consultant performing the role as described in the RFP? If so, can you please provide the contract #, award amount and supplier name.

Answer

There is no long-term incumbent. Short term contracts have been awarded as required to meet the CCDR requirements.

Question

According to the summary of the project, the work involves copy-editing up to 16 issues of the CCDR/per year as well as formatting, checking weblinks/references, and undertaking scientific writing on occasion. The summary also indicates that this work will be let in two contracts. Can you clarify how the work will be divided between two contracts. For example, would we be bidding on eight issues of CCDR or only some of the tasks outlined in the RFP, such as copy-editing versus writing?

Answer

The normal publishing cycle for the CCDR is 16 issues annually. As indicated in article 3.1 Pricing Schedule of the RFP Bidders should develop their bids based on completing all of the tasks listed for eight (8) issues of the CCDR annually.

Question

In the Interpretation section of the general instructions (p.15), "Bidder" is defined as the person or entity submitting a bid to perform a contract, but on p. 7 it states that "for the purpose of the technical criteria specified below, the experience of the Bidder does not include the experience of the parent, subsidiaries or other affiliates of the Bidder, or its subcontractors". Could you please clarify? Are associates excluded from serving as the "proposed resource" in the section on Mandatory Technical Criteria?

Answer

The experience of the resources proposed by bidders is what will be evaluated in accordance with the evaluation criteria stated in SECTION II - BID EVALUATION PROCEDURES AND EVALUATION CRITERIA, not experience of the entities submitting bids.

Question

Would PHAC please consider amending the financial evaluation model to assess the vendor's hourly rate, rather than a fixed price, which is difficult to calculate given the number of imprecise variables documented in the RFP?

Answer

The pricing tables shown in Section III – Financial Bid, Article 3.1.1 Professional Services, will be used solely for the purpose of evaluating the financial bids submitted by bidders. The process for determining the total price for the financial evaluation of bids is:

- Bidders will base the calculations on the maximum quantities shown in Column B: Copy editing – 15,000 words; Formatting of text and graphics – 6; Drafting scientific manuscripts – 2,000 words and 20 references;
- These quantities will be multiplied by the bidders hourly rate entered into Column C and by the estimated time to complete the work entered into column D in order to determine the price per issue which will be entered into Column E;
- The price per issue in Column E will be multiplied by the number of issues shown in Column F to attain the final prices for financial evaluation in Column G;
- The total of all prices in Column G (contract and option periods 1 and 2) will be used for the financial component of the combined technical and financial evaluation as described in Section II – Bid Evaluation Procedures and Evaluation Criteria, Article 2.1.3 Supplier Selection Method.

The firm all-inclusive prices of Column G of the financial bid will not be used by the successful bidder/contractor for invoicing purposes. Invoices will be submitted based on actual work done, charged at the firm hourly rate submitted in the bid.

3. Financial Bid

In SECTION III – FINANCIAL BID

Article 3.1 Pricing Schedule is deleted in its entirety and replaced with:

3.1 Pricing Schedule

3.1.1 Professional services

The Bidder must provide firm, all inclusive rates and prices as indicated below. The Bidder must insert the required pricing information into the blank cells of columns C, D, E and G of the pricing tables and include the tables in of their Bid Package.

- Bidders will base the calculations on the maximum quantities shown in Column B: Copy editing – 15,000 words; Formatting of text and graphics – 6; Drafting scientific manuscripts – 2,000 words and 20 references;
- These quantities will be multiplied by the bidders hourly rate entered into Column C and by the estimated time to complete the work entered into column D in order to determine the price per issue which will be entered into Column E;
- The price per issue in Column E will be multiplied by the number of issues shown in Column F to attain the final prices for financial evaluation in Column G;

- The total of all prices in Column G (contract and option periods 1 and 2) will be used for the financial component of the combined technical and financial evaluation as described in Section II – Bid Evaluation Procedures and Evaluation Criteria, Article 2.1.3 Supplier Selection Method.

When evaluating the financial proposal Canada may, but will have no obligation to, require support for any rates, completion times and prices proposed. Examples of such support that Canada would consider satisfactory include, but are not limited to:

- documentation (such as billing records)
- a signed contract between the Bidder and an individual completing similar work

Canada may declare the bid non-compliant, if the estimated total rates or completion times bid are at least 15% of or lower than the median rates or times bid by compliant bidders for the first year of the resulting contract for the relevant services. Only the estimated rates and times of proposals that are technically responsive will be considered.

Contract Period

A	B	C	D	E	F	G
Activity	Quantity	Firm Hourly Rate	Estimated Time to Complete	Price	Publishing Frequency	Estimated Total Price
Copy editing of English articles, cover teasers and table of contents page	approximately 15,000 words per issue	\$ /hr	Hours	Price Per Issue \$ (Column B x C x D)	8 issues annually ³	\$ (Column E x F)
Formatting of text and graphics (tables and figures in MS Word, MS Excel, and MS Power Point) ¹	Average of 6 per issue ²	\$ /hr	Hours	Price Per Issue \$ (Column B x C x D)	8 issues annually ³	\$ (Column E x F)
Drafting scientific manuscripts	(first draft and revision with approximately 1,500 to 2,000 words and 15 to 20 references)	\$ /hr	Hours	Price Per Manuscript \$ (Column B x C x D)	3 issues annually	\$ (Column E x F)
TOTAL						\$

Option Period 1

A	B	C	D	E	F	G
Activity	Quantity	Firm Hourly Rate	Estimated Time to Complete	Price	Publishing Frequency	Estimated Total Price
Copy editing of English articles, cover teasers and table of contents page	approximately 15,000 words per issue	\$ /hr	Hours	Price Per Issue \$ (Column B x C x D)	8 issues annually ³	\$ (Column E x F)

Formatting of text and graphics (tables and figures in MS Word, MS Excel, and MS Power Point) ¹	Average of 6 per issue ²	\$ /hr	Hours	Price Per Issue \$ (Column B x C x D)	8 issues annually ³	\$ (Column E x F)
Drafting scientific manuscripts	(first draft and revision with approximately 1,500 to 2,000 words and 15 to 20 references)	\$ /hr	Hours	Price Per Manuscript \$ (Column B x C x D)	3 issues annually	\$ (Column E x F)
TOTAL						\$

Option Period 2

A	B	C	D	E	F	G
Activity	Quantity	Firm Hourly Rate	Estimated Time to Complete	Price	Publishing Frequency	Estimated Total Price
Copy editing of English articles, cover teasers and table of contents page	approximately 15,000 words per issue	\$ /hr	Hours	Price Per Issue \$ (Column B x C x D)	8 issues annually ³	\$ (Column E x F)
Formatting of text and graphics (tables and figures in MS Word, MS Excel, and MS Power Point) ¹	Average of 6 per issue ²	\$ /hr	Hours	Price Per Issue \$ (Column B x C x D)	8 issues annually ³	\$ (Column E x F)
Drafting scientific manuscripts	(first draft and revision with approximately 1,500 to 2,000 words and 15 to 20 references)	\$ /hr	Hours	Price Per Manuscript \$ (Column B x C x D)	3 issues annually	\$ (Column E x F)
TOTAL						\$

NOTES TO BIDDERS:

¹For examples of the graphics in the CCDR bidders may review current and past issues and supplements at: <http://www.phac-aspc.gc.ca/publicat/ccdr-rmtc/index-eng.php>.

²The quantities stated are for evaluation purposes only and do not constitute a guarantee that this number, or that any graphics, will be needed in any issue.

³The issues shown in column F of the pricing table is based on the publishing history of the CCDR and represent the number that would be normally be allocated under each contract annually. It is not a firm commitment that the same number of issues will be published in any year.

All other terms and conditions of the RFP remain the same.