



Fisheries and Oceans
Canada

Pêches et Océans
Canada

Matériel and Procurement Services / Services du matériel et des acquisitions
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301 Bishop Drive / 301, allée Bishop
Fredericton (N-B) E3C 2M6

F5211-160430-1

06 February 2017

Subject: REQUEST FOR PROPOSAL / DEMANDE DE PROPOSITION

ADDENDUM #1 / ADDENDA N° 1

Further to the above- mentioned Request for Proposal documentation previously forwarded to your firm, Addendum (#1) is hereby issued.

Please see on the next page our revised evaluation criteria. There were two changes:

M1 – Revised/reworded

M4 – Deleted

Please note that the bid solicitation closing has been extended until February 15th, 2017 at 2:00PM Atlantic Time.

ANNEX “D” – EVALUATION CRITERIA AND BASIS OF SELECTION

MANDATORY CRITERIA:

Proposals will be evaluated in accordance with the mandatory evaluation criteria as detailed herein. Bidders' proposals must clearly demonstrate that they meet all Mandatory Requirements for the proposal to be considered for further evaluation. Proposals not meeting the mandatory criteria will be excluded from further consideration.

The bidder must include the following table in their proposal, indicating that their proposal meets the mandatory criteria, and providing the proposal page number or section that contains the details of how they meet each criterion.

It is mandatory that the following information must be identified in the proposed candidates' resumes:

- i) The name of the client organization to whom the services were provided;
- ii) A brief description of the type and scope of the services that meets the identified criteria provided by the resource; and
- iii) The dates and duration of the work (including the years/ months of engagement and the start and end dates of the work)

	Mandatory Requirement	Location in Proposal / CV (to be completed by Bidder)	Meet Criteria (for DFO use)	Doesn't meet Criteria (for DFO use)	Comments (for DFO use)
M1	The Proposed Resource must be a registered psychiatrist, psychologist, social worker; or an individual with a Master's Degree and a minimum of two years supervised field experience in applied psychology with emphasis in counselling, therapy and group work.				
M2	The Bidder must provide a detailed description of previous work experience in a large*, geographically dispersed organization responding to critical incidents in an operational peer team based environment.				
M3	The Bidder must provide a copy of the Proposed Resource's certificate of CISM training from ICISF or other recognized institution for the Mental Health Professional proposed in order to provide the CISM service.				

*"large" is used to describe an organization of at least 300 employees.

Point Rated Technical Criteria

Submissions that meet all the mandatory technical criteria will be evaluated and scored as detailed in the table below.

Each technical criterion should be treated separately.

The Bidder MUST achieve a minimum score of 5 points overall in the Point- Rated Criteria. Any bid which fails to meet the minimum required score on the Point-Rated Criteria will be deemed non-compliant and given no further consideration.

Total points (R1, R2): 18 points maximum / Pass = 5 points minimum

No	Evaluation Criteria	Point Breakdown Structure	Maximum Score	Proposal Reference
R1	<p>The Proposed Resource should demonstrate a minimum of 1 year previous experience working with a CIS Peer Team Program.</p> <p>For this experience, the bidder must include the following information:</p> <ul style="list-style-type: none"> • Client organization • Dates and duration of experience • Brief description of activities undertaken • Contact details 	<p>1 year of experience (5 points) 2 – 5 years experience (10 points) 6 years or more experience (15 points)</p>	15	
R2	<p>The Proposed Resource should demonstrate having proof of membership in a Professional Trauma Association or Network, such as ICISF or other recognized trauma associations.</p>	<p>No proof of membership (0 points) Proof of membership (3 points)</p>	3	
Total Evaluated Score (R1+ R2) = Maximum 18 points/ Minimum 5 points			18	