

**Solicitation Amendment 001- IC184414-A**

The purpose of solicitation amendment 001 is to amend the English version of RFP IC184414-A as follows:

1.0 In Part I, Closing of bid solicitation has been extended has followed:

Closing - Clôture	
<b>Date</b>	<b>Time - Heure</b>
03-04-2017	2:00pm EasternTime
J/M/A	14h00, heure de l'Est

2.0 In Part I, Sheet for label has been changed to:

**INDUSTRY CANADA/INDUSTRIE CANADA  
CONTRACTS & MATERIEL MANAGEMENT/  
CONTRATS ET GESTION DU MATÉRIEL**

**CONTRACTING OFFICER'S NAME / NOM DE L'AUTORITÉ CONTRACTANTE  
Canadian Intellectual Property Office / Bureau de la propriété intellectuelle du  
Canada**

**Contracting and Procurement Unit / Section des contrats et de  
l'approvisionnement**

**Place du Portage Phase 1, 50 Victoria / Place du Portage Phase 1, 50 Victoria  
Mail Scanning, Room C-114 / Inspection du courrier, pièce C-114  
Gatineau, Quebec K1A 0C9**

**Invigilation Services for the 2017 Patent Agent Qualifying Examinations / Services  
de surveillance pour les examens de compétence des agents de brevets 2017**

**RFP# IC184414-A  
CLOSING DATE/DATE DE CLÔTURE  
April 3, 2017 / 3 avril 2017  
2:00 pm Eastern Time/14 h, heure de l'Est**

**FROM/DE: COMPANY NAME/NOM DE L'ENTREPRISE**

3.0 In Part II, Section 4.0 Project Requirements/Objectives, delete in its entirety and replace with the following:

#### **4.0 PROJECT REQUIREMENTS/OBJECTIVES**

The Contractor will provide professional invigilation services for the 2017 patent agent qualifying examination in the following eleven (11) cities: Victoria, Vancouver, Edmonton, Calgary, Saskatoon, Winnipeg, London, Toronto, Montréal, Québec City and Moncton. The Contractor will also be responsible for the shipping of the examination material back to CIPO from the eleven (11) cities following the last exam on April 28nd, 2017, as detailed in 4.5 Shipping.

4.0 In Part II, Section 5.6 Date and Venue Schedule, delete in its entirety and insert the following:

#### **5.6 Date and Venue Schedule**

The contractor must provide from April 25, 2017 to April 28, 2017, the required number of Invigilator for each city as identified below. The services must be provided from 8:00 am to 1:30 pm at the venues identified below. Some venues are currently not confirmed, however, CIPO will inform the Contractor as soon as the location is known. Furthermore, for some cities, there will be less than four (4) exams. See Annex B for the Invigilators distribution for the eleven (11) venues.

<b>City</b>	<b>Prov</b>	<b>Number of invigilators</b>	<b>Location of venue</b>
Calgary	AB	1	To be determined
Edmonton	AB	1	The Sutton Place Hotel Edmonton, 10235 – 101 Street
Montréal	Qc	1	Université McGill, New Residence Hall, 3625 Parc Avenue, Level C
Montréal (special accommodation)	Qc	1	Université McGill, New Residence Hall, 3625 Parc Avenue, Level C
Toronto	ON	2	Enercare Centre, 100 Princes' Blvd
Toronto (special accommodation)	ON	1	Enercare Centre, 100 Princes' Blvd
London	ON	1	To be determined
Vancouver	BC	1	Pan Pacific Vancouver, 300 – 999 Canada Place
Victoria	BC	1	To be determined
Québec	Qc	1	Marriott Québec Centre-Ville, 850 Place d'Youville

Saskatoon	SK	1	Sheraton Cavalier Hotel, 612 Spadina Crescent East Saskatoon SK S7K 3G9
Moncton	NB	1	To be determined
Winnipeg	MB	1	Four Points by Sheraton Winnipeg International Airport, 1999 Wellington Ave.

5.0 In Part II, Section **13.0 Point Rated Requirements** delete in its entirety and insert the following:

**13.0 POINT RATED REQUIREMENTS**

In order to qualify for the rating process, proposals **MUST** respond to the following rated requirements **IN THE ORDER SHOWN** and **MUST** include the referenced Section/Page in the Bidder's proposal. Any proposal which fails to achieve the required minimum score for any rated item will be eliminated from further consideration. In addition, to be further evaluated, the bidder's proposal must achieve **an overall minimum technical rating of 50%**. Innovation, Science and Economic Development Canada may decide to terminate the evaluation upon the first non-compliance of a rated requirement.

RFP Reference	Requirement (bidder's proposal should repeat exactly as defined in RFP)	Points		Referenced Section/Page in Bidder's Proposal
		Max.	Min.	
<b>Technical Rating</b>				
13.1	<p>Further to Mandatory Requirement 12.2, the Bidder should provide evidence that each proposed invigilator has an undergraduate degree or a graduate degree. The Bidder must provide a copy of each invigilator's diploma.</p> <p><b>Points for this criteria will be awarded as follows:</b></p> <ul style="list-style-type: none"> <li>• Undergraduate degree (10 points)</li> <li>• Graduate degree (20 points)</li> </ul>	<b>20</b>		

13.2	<p>The Bidder's proposed invigilators should have work experience as a proctor or invigilator of an examination. Each proposed invigilators resume submitted in 12.1 above should identify the number of venues that the resource has acquired this experience.</p> <p><b>Points for this criteria will be awarded as follows:</b></p> <ul style="list-style-type: none"> <li>• 1 to 3 venues (20 points)</li> <li>• 4 to 7 venues (35 points)</li> <li>• 8 and more venues (40 points)</li> </ul> <p><b>Scores will be totaled for each proposed invigilator and then divided by the number of resources proposed to arrive at an average score for this point rated criteria.</b></p>	40		
13.3	<p>Further to Mandatory Requirement 12.3, additional points will be allocated for experience performing administrative work over and above the minimum of one year of experience.</p> <p><b>Points for this criteria will be awarded as follows :</b></p> <ul style="list-style-type: none"> <li>• Between 1+ year and 2 years (10 points)</li> <li>• Between 2+ years and 4 years (15 points)</li> <li>• More than 4+ years (20 points)</li> </ul> <p><b>Scores will be totaled for each proposed invigilator and then divided by the number of resources proposed to arrive at an average score for this point rated criteria.</b></p>	20		
	Total maximum point rated requirements	80		<b>Overall minimum points required: 40</b>

6.0 In Part II, section **14.0 Financial Proposal** delete in its entirety and insert the following :

**14.0 FINANCIAL PROPOSAL**

The financial proposal is to be submitted as a separate package to the technical proposal, and will be assessed only if the bidder's proposal meets all the technical and financial mandatory requirements, meets the minimum score for each point rated requirement and receives a **MINIMUM OF 50 PERCENT** on the overall rated evaluation criteria.

The Bidder's financial proposal must be broken down as per the following cost breakdown:

The Bidder must complete the table below and include it in their financial proposal.

	<b>Name of proposed invigilator(s) City</b>	<b>Number of invigilators</b>	<b>Cost for each invigilator per diem (without HST/GST)</b>	<b>Total for days of services for each location</b>
1	Victoria, BC	1	\$ _____ / diem	\$ _____ / X 2 days = \$ _____
2	Vancouver, BC	1	\$ _____ / diem	\$ _____ / X 4 days = \$ _____
3	Edmonton, AB	1	\$ _____ / diem	\$ _____ / X 4 days = \$ _____
4	Calgary, AB	1	\$ _____ / diem	\$ _____ / X 4 days = \$ _____
5	Saskatoon, SK	1	\$ _____ / diem	\$ _____ / X 3 days = \$ _____
6	Winnipeg, MB	1	\$ _____ / diem	\$ _____ / X 4 days = \$ _____
7	London, ON	1	\$ _____ / diem	\$ _____ / X 4 days = \$ _____
8	Toronto, ON	2	\$ _____ / diem \$ _____ / diem	\$ _____ / X 4 days = \$ _____ \$ _____ / X 4 days = \$ _____
9.	Toronto, ON (Special Accommodation)	1	\$ _____ / diem	\$ _____ / X 2 days = \$ _____
10	Montréal, Qc	1	\$ _____ / diem	\$ _____ / X 4 days = \$ _____
11	Montréal, Qc (Special Accommodation)	1	\$ _____ / diem	\$ _____ / X 3 days = \$ _____
12	Québec, Qc	1	\$ _____ / diem	\$ _____ / X 4 days = \$ _____
13	Moncton, NB	1	\$ _____ / diem	\$ _____ / X 4 days = \$ _____
13		Bidder's total evaluated price: \$ _____		

7.0 In Part II, Annex B is added as follow:

### Annex B

#### Invigilators distribution for the 11 venues

	<b>Paper A - April 25</b>	<b>Paper B – April 26</b>	<b>Paper C – April 27</b>	<b>Paper D – April 28</b>	<b>Equivalent person/day</b>
Victoria, BC	1	<i>No exam</i>	1	<i>No exam</i>	2
Vancouver, BC	1	1	1	1	4
Edmonton, AB	1	1	1	1	4
Calgary, AB	1	1	1	1	4
Saskatoon, SK	1	1	<i>No exam</i>	1	3
Winnipeg, MB	1	1	1	1	4
London, ON	1	1	1	1	4
Toronto, ON	2	2	2	2	8
Toronto Special Accommodation, ON	1	1	<i>No exam</i>	<i>No exam</i>	2
Montréal, Special Accommodation Qc	No exam	1	1	1	3
Montréal, Qc	1	1	1	1	4
Québec, Qc	1	1	1	1	4
Moncton, NB	1	1	1	1	4
<b>Total</b>	<b>13</b>	<b>13</b>	<b>12</b>	<b>12</b>	<b>50</b>

**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.**