



Procurement Hub – Ottawa Office,
Station 9W081, 9th Floor,
200 Kent Street,
Ottawa, Ontario K1A 0E6

March 31, 2017

ADDENDUM NO. 3

Subject: Request for Supply Arrangement No. FP802-160048
**Supply Arrangements for Consulting Services to support Compliance
with Environmental Regulations and Policies**

Dear Sir/Madam:

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.

This Addendum (#3) is also issued to advise potential bidders of the revisions to the Request for Supply Arrangement document and the revisions are as follows:

Delete in its entirety: REQUEST FOR SUPPLY ARRANGEMENT PROPOSAL document dated February 16, 2017.

Insert the following: Revised REQUEST FOR SUPPLY ARRANGEMENT PROPOSAL dated March 31, 2017 and attached hereto.

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,

(Original signed by)

Beverly Shawana
Senior Contracting Officer,
Financial & Materials Management Operations

RECEIPT ACKNOWLEDGED

Name of Company

Signature _____

Canada



Annex A-1

1. A) Will up to five (5) supply arrangements be awarded

Response:

Yes, a maximum of 5 bidders will be on the supply arrangement list.

B) or if there are more than 5 compliant proposals (those meeting ALL mandatory requirements) AND achieving the minimum technical scores for the point-rated requirements) will **all** compliant proposals get on the supply arrangement list?

Response:

No, not all compliant proposals will be on the supply arrangement list.

2. Annex A Section 10 Resource Requirements (RFP page 23 of 50) states “Required Consultants: Junior Consultant (less than 5 years’ experience); Intermediate Consultant (5 to 10 years’ experience); Senior Consultant (more than 10 years’ experience); Project Team Leader; Project Manager; Field Supervisor/Manager. On page 44 of 50 of the RFP M4 requires we demonstrate the proposed Lead Auditor is an EP (CEA). Also, on page 27 of 50 the RFP states that “All Supply Arrangement Supplier Teams are to be led by a qualified Senior Consultant representative.” We understand that we are required to have an EP (CEA) on the team, however, is it a requirement that an EP(CEA) be in the Project Team Leader position?

Response:

No it is not a requirement that the Project Team leader be an EP (CEA).

3. a) On page 28 of 50 the RFP states “the quality of the proposal will be evaluated only once and will be identical for all the **service areas** that the bidder might be competing for” Also in Addendum 1 of the RFP it states “The Supply Arrangement(s) will be awarded to compliant proposals, being those meeting ALL mandatory requirements AND achieving the minimum technical scores for the point-rated requirements for the **stream** being bid.” Are there individual service areas and streams that we are bidding on?

Response:

No, there is only one stream for Consulting Services to support Compliance with Regulations and Policies.

- b) Do we need to state this in our proposal?

Response:

No.

- c) If yes, can you clearly identify what the different streams/service areas are?

Response:

Page 28 of 50 will be revised to reflect this response.



4. On page 28 of 50 a sample table of content for the RFP response is provided. Included in this is an Approach and Methodology section. Approach and methodology is not included in the mandatory or rated requirements. Can you please confirm that we are not required to outline our approach and methodology for this proposal?

Response:

Page 28 of 50 will be updated to remove section 23.4.

5. The table on page 42 of 50 of the RFP lists the Mandatory requirements. Item 6 in the table is: Language Requirements for Trainer. This is the only place language requirements for a trainer is mentioned in the RFP. Are there specific language requirements for the trainer or is this covered under M1?

There is a list of the Mandatory Requirements on page 42 that includes M6. Language Requirements for Trainer. This does not exist in the description of Mandatory Requirements on the following page. There are only 5 Mandatory requirements. Can you please confirm the Mandatory Requirements?

Response:

Page 42 of 50 will be revised to remove M6. Language requirements are covered under M1.

6. For M3 Company Experience (page 43 of 50) can you please confirm that the requirement is for the bidder to provide a total of 15 projects:
- Five (5) projects involving the implementation and/or review of Environmental Compliance Audits, and Environmental compliance tools, plans and/or procedures;
 - Five (5) projects involving the implementation and/or review of Environmental management systems (EMS) audits and EMS tools, plans and or/ procedures; and
 - Five (5) projects related to Environmental training or workshop/meeting facilitation?

Response:

Yes the bidder should provide a total of 15 projects.

7. Is it possible to have a one week extension of the proposal submission deadline?

Response:

The proposal submission deadline will be revised to Tuesday April 18, 2017.

8. Could you kindly confirm if the Bid Submission Format section 23.4 is left over from a past RFP, because it does not seem to match the mandatory and point rated criteria for this RFP.

Response:

Page 28 of 50 will be updated to remove section 23.4 form the Statement of Work.

9. Is the Lead Auditor referenced in M4 on page 44 the same as the Project Team Leader listed in Annex B-1 Rate Table page 40?



Response:

The Lead Auditor and the Team leader are not the same. Page 44 will be revised to reflect this change.

10. Can you please define the responsibilities for the "Field Supervisor/Manager" role as there is typically no field supervisor/manager position for an audit?

Response:

Page 23 of the Statement of Work and page 40 Annex B-1 will be revised to remove "Field Supervisor/Manager" and will be replaced with Lead Auditor.

11. Can you please provide details on the evaluation of the resumes needed, as listed at the bottom of page 45 in the Point Rated Criteria?

Response:

Page 45 will be revised to state that for ii) A brief description of the type and scope of services provided by the resource for similar nature and scope of the requirement.

12. Can you please confirm that the Total Aggregate Points is 1000, 800 for point rated and 200 for financial? The total is listed as 1200 on page 45.

Response:

This was corrected in Addendum 1.

13. I have a question regarding Security Requirements for Solicitation No. FP802-160048 - Supply Arrangements- Consulting Services to Support Compliance with Environmental Regulations and Policies issued February 18, 2017. Part 1, Section 1.1 Security Requirements, Point 1(b) states that "**the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the Security Requirements as indicated in Part 6 - Resulting Contract Clauses**"; and Point 1(c) states that "**the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.**" Part 6 - Resulting Contract Clauses - 6.1 Security Requirements - Subsection 6.1.1.1. Security Requirement for Canadian Supplier- Point 2 indicates that "**The Contractor/Offeror personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CSID\PWGSC**". We interpret these 3 requirements to mean that if one or more of the 6 team members do not currently hold the required RELIABILITY STATUS that is acceptable, so long as these team members do not require access to classified or protected information, assets or sensitive work site(s). Of course this also requires that the CONTRACTOR \ OFFEROR holds a valid DESIGNATED ORGANIZATION SCREENING (DOS) and the Team Members who do require access to classified or protected information, assets or sensitive work site(s) have the required RELIABILITY STATUS. However, MANDATORY CRITERIA M2 Security Requirements documented on Page 43 (Section 2.0 PHASE ONE - MANDATORY CRITERIA) - indicates the "**The Contractor's assigned resources working on this contract must EACH hold a valid clearance at the reliability level granted by the Canadian and International Industrial Security Directorate (CISD) of Public Works and Government Services Canada (PWGSC).**" This seems to be a



contradiction and we would appreciate a clarification of these security requirements. Specifically, does every member of the Team require a valid RELIABILITY STATUS to meet the MANDATORY CRITERIA ?

Part 1.1e) indicates that the bidder must provide addresses for the proposed sites and document safeguarding as indicated in Part 3 – Section IV Additional Information. There does not appear to be a Part 3 – Section IV Additional Information section listed in the RFP. Please confirm if the addresses are required.

Part 6.1 Listing Security Requirements does not have a corresponding Security Requirements Check List. Can you please confirm the requirements?

Response:

Upon careful review the department's security directorate has determined that there is no security requirement for this supply arrangement. The Statement of Work and Mandatory Criteria will be updated to reflect this revision.

14. Mandatory requirement #3 states: "The experience must relate to federal environmental laws, regulations, guidelines and policies. The bidder must do this by describing a minimum of five projects covering each of the relevant areas in the last 5 years".

Can DFO please clarify if you are seeking a minimum of 5 projects that encompass each of A., B., C. (5 – 10 total) ? Or, do you require 5 reference projects per A, B, C (for a total of 25)?

Response:

The bidder should provide 5 reference projects for each of A, B and C for a total of 15 projects.

15. For projects arising under this SOA which require the consultant conducting a site visit – will our proposed EP(CEA)s be required to go to site or will this be on a project by project basis?

Response:

This will be on a project by project basis. The EP (CEA) will only be required for site visits to complete environmental compliance audits.

16. R8 on page 47 of 50 of the RFP states "the bidder should demonstrate that their **designated trainer** has experience leading training or group facilitation sessions related to environmental topics (e.g. fuel storage tanks, halocarbons, hazardous materials and waste and EMS)." To receive maximum points, do we need to demonstrate the 5 projects on one proposed resources resume (i.e. have one designated trainer)?

Response:

No you can have more than one designated trainer, the 5 projects can be from more than one resource.