



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Bid Receiving - PWGSC / Réception des soumissions  
- TPSGC  
11 Laurier St. / 11, rue Laurier  
Place du Portage, Phase III  
Core 0B2 / Noyau 0B2  
Gatineau  
Quebec  
K1A 0S5  
Bid Fax: (819) 997-9776

**SOLICITATION AMENDMENT**  
**MODIFICATION DE L'INVITATION**

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

Comments - Commentaires

Vendor/Firm Name and Address  
Raison sociale et adresse du  
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution  
Services Procurement-Instruments Management  
Division/Approvisionnement de services-Gestion des  
instruments  
11 Laurier St. / 11, rue Laurier  
11C1, Place du Portage III  
Gatineau  
Quebec  
K1A 0S5

<b>Title - Sujet</b> Professional consulting services	
<b>Solicitation No. - N° de l'invitation</b> EN578-171875/C	<b>Amendment No. - N° modif.</b> 001
<b>Client Reference No. - N° de référence du client</b> 20171875	<b>Date</b> 2017-04-07
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$ZQ-019-31249	
<b>File No. - N° de dossier</b> 019zq.EN578-171875	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2017-05-08</b>	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Hamann, Amélie	<b>Buyer Id - Id de l'acheteur</b> 019zq
<b>Telephone No. - N° de téléphone</b> (819) 420-1388 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	

Instructions: See Herein

Instructions: Voir aux présentes

<b>Delivery Required - Livraison exigée</b>	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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EN578-171875/C  
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20171875

N° de la modif - Amd. No.  
001  
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Id de l'acheteur - Buyer ID  
019zq  
N° CCC / CCC No./ N° VME - FMS

**RFP #EN578-171875/C**

**Amendment #001**

The Purpose of this amendment #001 is to:

- 1) Amend the RFP (English version only); and
- 2) To provide answers to questions received with regards to this Request for Proposals (RFP).

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**1) The following changes is for the RFP English version only:**

Under Element 2: Contract Variability Analysis of section 4.0 Scope of Work and Deliverables of Annex A, Statement of Work,

**DELETE** the fourth main bullet in its entirety:

- Conduct interviews in the form of meetings, in person or via WebEx, with Government of Canada officials, including senior management. The Contractor will be required to hold 1 to 2 meetings with officials from each sector, region and operational unit, whose contracts were included in the contract sample reviewed. These meetings will be used to present, explain and discuss the results of that particular sector or region's contract variability analysis and gain insight into why certain deviations in the use of contract template and clauses are occurring. There are 15 to 20 sectors, regions and operational units whose contracts will be included in the contract sample. The Project Authority will work with the Contractor to identify meeting participants with Government of Canada officials as well as participants for the aforementioned meetings.

and **INSERT** the following bullet:

- Conduct interviews in the form of meetings, in person or via WebEx, with Government of Canada officials, including senior management. The Contractor will be required to hold 1 to 2 meetings with officials from each sector, region and operational unit, whose contracts were included in the contract sample reviewed. These meetings will be used to present, explain and discuss the results of that particular sector or region's contract variability analysis and gain insight into why certain deviations in the use of contract template and clauses are occurring. There are 15 to 20 sectors, regions and operational units whose contracts will be included in the contract sample. The Project Authority will work with the Contractor to identify meeting participants with Government of Canada officials.

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**2) The following questions were received from potential bidder:**

**QUESTION: 1**

Mandatory Financial requirement states that: "Evaluated Price of Table B must not exceed \$500,000.00 excluding applicable taxes". In addition, Attachment 1 to Part 3: Pricing Schedule, states that" .... The quoted all-inclusive firm per diem rate submitted by the Bidder in Table A, at column (a) will be used to populate Table B, at column (a)." Can you please confirm that total value of Table A should equal or not the total value of Table B?

**ANSWER: 1**

Table A will be used for Task Authorization work. Table B is for identifying the price for deliverables, with the Evaluated Price to not exceed \$500,000.00, excluding applicable taxes, as stated in the RFP. The quoted all-inclusive firm per diem rates in Table B must be the same as those quoted in Table A. The total value of Table A is independent of the total value of Table B.

**QUESTION: 2**

The RFP states that "The Bidder must attest it has current access to and has used the proposed automated software to conduct the Contract Variability Analysis described in the Statement of Work. The Bidder must describe overall details on the capability and limitations of the proposed automated software."

While we will have access to the software required to conduct the contract variability analysis, this software tends to be issued on per license or per user bases. Allocating an expense budget will allow the winning bidder to ensure the best software is used for each portion of the engagement, rather than attempting to utilize sub-par software. Therefore will PWGSC be allocating an expense budget in order to scale up required licenses as a means for project execution?

**ANSWER: 2**

No, PWGSC will not be allocating an expense budget in order to scale up required licenses as a means for project execution. The cost of this component should be included in the final price.

**QUESTION 3:**

Can the Crown please confirm which Professional Services Supply Arrangement this requirement was issued against (TBIPS, TSPS etc.)

**ANSWER:**

This Request for Proposal was not issued against any Supply Arrangement.

**ALL OTHER TERMS AND CONDITIONS OF THIS RFP REMAIN UNCHANGED.**