



Procurement Hub – Ottawa Office,
Station 9W071, 9th Floor,
200 Kent Street,
Ottawa, Ontario K1A 0E6

June 27 2017

ADDENDUM NO. 1

Subject: Request for Proposal No. FP802-170029
Senior Marine Engineer Support Services

Further to the above-mentioned Request for Proposal, this Addendum (#1) 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.

Addendum is also to address revisions to documents within the Request for Proposal and the revision is as follows:

Delete in its entirety: Part 4 Evaluation Procedures and Basis of Selection

4.1.1.2 Point Rated Technical Criteria

Proposals should be in sufficient detail to form the basis of a contractual agreement and to permit technical evaluation based on the enclosed criteria.

No.	Rated Criteria	Points	Maximum Score	Proposal Page No.
R1	<p>The bidder’s proposed resource should have experience in the management of major marine projects valued at \$25M or more as a project manager or contract manager or technical authority.</p> <p>Maximum of 10 points</p> <p>The bidder should provide a description of the project(s) (scope and budget of the project) and the role of the proposed resource in the project(s). Five (5) points will be attributed for the first two (2) projects and one (1) point will be attributed for each additional project to a maximum of 10 points.</p>	10 pts		
R2	<p>The bidder’s proposed resource should have experience at the senior management level or higher in a marine related field.</p> <p>Maximum of 15 points</p> <p>The bidder must provide the title of the senior</p>	15 pts		

	management position(s) (Equivalent to Director level or above) and a description of the key activities and experiences relevant to the position(s) that the proposed resource has held. One (1) point will be attributed per year of senior management experience and one (1) point will be attributed to each different senior management level to a maximum of 15 points.			
R3	The bidder's proposed resource should have experience working in the field/area of a Major Canadian Marine asset base and the Canadian marine industry Maximum 10 points One (1) point per 2 years working in the field/area to a maximum of 10 points	10 pts		
Total:		35 pts		
Total minimum points to achieve		21 pts		

Insert the following: Part 4 Evaluation Procedures and Basis of Selection

4.1.1.2 Point Rated Technical Criteria

Proposals should be in sufficient detail to form the basis of a contractual agreement and to permit technical evaluation based on the enclosed criteria.

No.	Rated Criteria	Points	Proposal Page No.
R1	The bidder's proposed resource should have experience in the management of major marine projects valued at \$25M or more as a project manager or contract manager or technical authority. Maximum of 10 points The bidder should provide a description of the project(s) (scope and budget of the project) and the role of the proposed resource in the project(s). Five (5) points will be attributed for the first two (2) projects and one (1) point will be attributed for each additional project to a maximum of 10 points.	10 pts	

<p>R2</p>	<p>The bidder's proposed resource should have experience at the senior management level or higher in a marine related field.</p> <p>Maximum of 15 points</p> <p>The bidder must provide the title of the senior management position(s) (Equivalent to Director level or above) and a description of the key activities and experiences relevant to the position(s) that the proposed resource has held. One (1) point will be attributed per year of senior management experience and one (1) point will be attributed to each different senior management level to a maximum of 15 points.</p>	<p>15 pts</p>	
<p>R3</p>	<p>The bidder's proposed resource should have experience working in the field/area of a Major Canadian Marine asset base and the Canadian marine industry</p> <p>Maximum 10 points</p> <p>One (1) point per 2 years working in the field/area to a maximum of 10 points</p>	<p>10 pts</p>	
<p>Total:</p>		<p>35 pts</p>	
<p>Total minimum points to achieve</p>		<p>21 pts</p>	

**Insert the following: Part 6 Resulting Contract Clauses 6.7 Payment – 6.7.1 Basis of Payment
Travel and Living Expenses**

The Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal, private vehicle and incidental expense allowances specified in Appendices B, C and D of the [*Treasury Board Travel Directive*](#), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.

Estimated Cost: \$40,000.00

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,

Jianna-Lee Zomer
Senior Contracting Officer,
Financial & Materials Management Operations
Telephone: (613) 993-4684
Email: jianna-lee.zomer@dfo-mpo.gc.ca

RECEIPT ACKNOWLEDGED

Name of Company _____

Signature _____

Canada

Annex A-1.

Q1. Please confirm that the level of effort for this requirement is estimated to be 100 days per year?

A1: Yes

Q2: In the RFP proposal it states that “The bidder working under this contract must hold a valid Designated Organization Screening (DOS) and the bidder’s proposed resource must hold a valid reliability status or higher issued by Canadian and International Industrial Security Directorate (CIISD) of Public Services and Procurement Canada (PSPC), effective on bid closing. Does Controller Goods Program cover “DOS” which is required by the RFP?

A2: No

Q3: Would the Crown please confirm that an “Engineering Certificate of Competency for Duties as an Engineer Officer in Her Majesty’s Canadian Ships” (Head of Department) either meets or exceeds the requirement for the bidder’s proposed resource to have held/be eligible for/or have as a minimum a First Class Marine Engineering Certificate of Competency. A copy of the certificate has been provided (name removed)

A3: No

Q4: Under PART 4 Evaluation Procedures and Basis of Selection for the Point Rated Technical Criteria grid from the Request for Proposal there is a column entitled Maximum Score. Should this not be entitled Minimum Score, since the Maximum Score is already given in the Points Column?

A4: This is an administrative error and the Maximum Score column is to be removed from the Point Rated Technical Criteria Grid.

Q5: Is it the expectation that the marine engineer will be working onsite?

A5: Yes