



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

**Bid Receiving - PWGSC / Réception des soumissions
- TPSGC**

**Place du Portage, Phase III
Core 0B2 / Noyau 0B2
11 Laurier St., 11, rue Laurier
Gatineau
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

Business Transformation and Systems Integration
Service/Division de transformation des opérations et
d'intégrat
Special Procurement Initiative Dir
Dir. des initiatives spéciales
d'approvisionnement
11 Laurier, Place du Portage III
12C1
Gatineau
Québec
K1A 0S5

Title - Sujet Transformation Program Office (TPO)	
Solicitation No. - N° de l'invitation G9292-188396/B	Amendment No. - N° modif. 004
Client Reference No. - N° de référence du client G9292-188396	Date 2017-07-26
GETS Reference No. - N° de référence de SEAG PW-\$\$XE-677-31557	
File No. - N° de dossier 677xe.G9292-188396	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-08-15	
Time Zone Fuseau horaire Eastern Daylight Saving Time EDT	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Chow, Mejuine	Buyer Id - Id de l'acheteur 677xe
Telephone No. - N° de téléphone (819) 420-0333 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	

Instructions: See Herein

Instructions: Voir aux présentes

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

Request for Proposal (RFP)
Solicitation Amendment : 004

This RFP amendment 004 has been raised to:

- A) Identify changes to the RFP.
- B) Respond to questions regarding the RFP.

(A) CHANGES

Change: 4

At Attachment 1 to Part 4 – Technical Evaluation (p.16/44) – Criterion LTPE-M4,

DELETE: The proposed Leadership Team – Project Executive (Level 3) must have one (1) of the following:

- (a) Hold a degree from a recognized Canadian university, or the equivalent as established by a recognized Canadian academic assessment service, if obtained outside Canada;
or
- (b) a 3-year college diploma from an officially recognized education institution.

The Bidder is requested to provide a copy of the resource's degree.

INSERT: The proposed Leadership Team – Project Executive (Level 3) must have one (1) of the following:

- (a) Hold a degree from a recognized Canadian university, or the equivalent as established by a recognized Canadian academic assessment service, if obtained outside Canada;
or
- (b) a 2-year or 3-year college diploma from an officially recognized education institution.

The Bidder is requested to provide a copy of the resource's degree.

(B) QUESTIONS

Question: 12

Under section 7.2.1.3.1 of the RFP, 'Task Authorization process' refers to who authorizes TAs and TA limits. Given that the Project Authority and Contracting Authority will be making decisions on defining and approving the fixed cost task orders, Canada is requested to provide information on the Contracting Authority's and Project Authority's level to better understand how task orders would be approved.

Answer: 12

The PSPC contracting authority has the delegated service contract approval and signing authority up to the total approved contract value. The PA is the subject matter expert authorized to issue task authorizations (TAs) in accordance with the process detailed in section 7.2.1 Task Authorization Process, up to the limit of \$400,000 per TA set under the resulting contract. The specific authorities will be identified under section 7.6 at contract award.

In terms of determining the cost of task authorizations, the basis (bases) of payment applicable to all TAs are listed in section 7.8.1 of the RFP, and the prices and rates will be determined in accordance with the price schedule in Annex B.

Question: 13

At Attachment 1 to Part 4 – Criteria C-M3 (p.8 of 44),

- a. Is Canada looking for a team of very experienced professionals to help guide the work in the Transformation Office?
- b. Are these roles the only ones Canada would anticipate to deliver the deliverables described in Annex A - SOW, Section A-1.2 (p.9-11 of 27)?
- c. Producing those deliverables would require these senior resources to be dedicated full time - which is not the most efficient distribution of work. Could Bidders suggest an augmentation of the leadership team for the 18-month period that would help produce the deliverables (vs. provide strategic guidance which would be from the leadership team)?

Answer: 13

- a. As outlined in Section A of the Statement of Work (Annex A), the bidder must propose an experienced leadership team to provide strategic advice and guide the work of the Transformation Program Office. The resources proposed for the leadership team in response to this bid solicitation must be available upon contract award and for the duration of the initial contract period.
- b. The resources proposed for the Leadership Team described in Annex A – Statement of Work (SoW), Section A – Leadership Team, must have the experience required to fulfill the responsibilities listed in Section A-1.1 (p.7-9 of 27) and deliver on the deliverables described in Section A-1.2 (p.9-11 of 27). Drawing from the list of resources under Annex H, the Bidder may propose any resources they consider best positioned to fulfill the requirements of the Leadership Team (Sections A-1.1 and A-1.2 of the SoW).
- c. The Bidder must propose a stable leadership team with resources that will be available to ESDC on a consistent and sustained basis. While Canada does not expect the level of effort for the senior resources proposed as part of the leadership team to be a full-time requirement, Canada does expect that the resources will be present and available as required to fulfill the requirements

outlined in Annex A – SOW, Section A. Canada requires that the leadership team resources be available upon contract award to participate in key planning activities and executive level discussions.

Bidders may suggest an augmentation of the leadership team, as required, for the 18-month period to help produce the deliverables outlined in Section A.1.2 (p.9-11 of 27) providing the proposed resources are operating under the guidance and direction of the leadership team. While Canada does not require the leadership team to be responsible for creating the deliverables outlined in Section A.1.2 (p.9-11 of 27), Canada does require that the leadership team remain accountable for the quality of all deliverables produced by the Bidder's team of resources.

Bidders should also note that the Milestone Deliverables outlined in Section 3 of Annex B, Price Schedule, are firm prices and that Canada will not issue Task Authorizations for the start and completion of this work.

Question: 14

Would Canada accept enhanced reliability clearance at the time of bid closing, with the required (secret) security clearance for proposed personnel in progress at contract award?

Answer: 14

Canada requires that all proposed resources have the required security clearances upon contract award. Canada will not delay the award of any contract to allow Bidders to obtain required organization, worksite or personnel clearances. Should Form 1 of Part 4 be incomplete, Bidders must provide upon Contracting Authority's request and within the allocated timeframe, the information to complete the bid, or may be deemed non-compliant.

Question: 15

At Attachment 1 to Part 4 – Criteria LTPE-M4 (p.16 of 44), the proposed Project Executive must hold a degree from a recognized Canadian university, or the equivalent as established by a recognized Canadian academic assessment service, if obtained outside Canada; or a 3-year college diploma from an officially recognized education institution. Would Canada accept a 2-year college diploma from an officially recognized education institution, instead of a 3-year college diploma?

Answer: 15

Yes. Canada will accept a 2-year or 3-year college diploma from an officially recognized education institution. **See Change #4.**

Question: 16

Certain suppliers are organized as a network of firms. We respectfully request Canada to modify the definition of Bidder to include "network of firms" as follows:

"Bidder" means the person or entity (or, in the case of a joint venture, the persons or entities) submitting a bid to perform a contract for goods, services or both. It also includes the parent, subsidiaries, network of firms, or other affiliates of the Bidder. It does not include subcontractors of the Bidder.

Supporting Definition:

Member firms of a supplier operate and provide professional services under one brand. Together, these firms form the Network. The Brand is often used to refer either to individual firms within the Network or to several or all of them collectively.

In many parts of the world, regulated organizations are required by law to be locally owned and independent. Although regulatory attitudes on this issue are changing, the member firms do not and cannot currently operate as a corporate multinational.

For these reasons, the Network consists of firms which are separate legal entities. The firms that make up the Network are committed to working together to provide quality service offerings for clients throughout the world. The supplier's purpose is to act as a coordinating entity for member firms in the Network, focusing on key areas such as strategy, brand, and risk and quality. The Network Leadership Team and Board of this supplier develop and implement policies and initiatives to achieve a common and coordinated approach among individual firms where appropriate. Member firms of this supplier can use the brand name and draw on the resources and methodologies of the Network. In addition, member firms may draw upon the resources of other member firms and/or secure the provision of professional services by other member firms and/or other entities. In return, member firms are bound to abide by certain common policies and to maintain the standards of the Network as put forward by this supplier.

This structure enables the supplier to work with Team Members from other territories within its global network of firms to bring the required experience and expertise to deliver the scope and scale of services required.

Answer: 16

Given that the current definition of Bidder enables persons or entities to combine knowledge, expertise and other resources, the definition of Bidder will remain unchanged.

***** ALL OTHER TERMS & CONDITIONS REMAIN UNCHANGED *****