



## 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

Québec

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

THIS DOCUMENT CONTAINS A SECURITY  
REQUIREMENT / CE DOCUMENT CONTIENT  
DES EXIGENCES RELATIVES À LA SÉCURITÉ

### Vendor/Firm Name and Address

Raison sociale et adresse du  
fournisseur/de l'entrepreneur

### Issuing Office - Bureau de distribution

Communication Procurement Directorate/Direction de  
l'approvisionnement en communication  
360 Albert St. / 360, rue Albert  
12th Floor / 12ième étage  
Ottawa  
Ontario  
K1A 0S5

<b>Title - Sujet</b> Strategic Communications Services	
<b>Solicitation No. - N° de l'invitation</b> EN579-180761/A	<b>Amendment No. - N° modif.</b> 002
<b>Client Reference No. - N° de référence du client</b> EN579-18-0761	<b>Date</b> 2017-09-01
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$CX-025-73227	
<b>File No. - N° de dossier</b> cx025.EN579-180761	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-09-08</b>	<b>Time Zone</b> Fuseau horaire Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Lamoureux, Jenny	<b>Buyer Id - Id de l'acheteur</b> cx025
<b>Telephone No. - N° de téléphone</b> (613) 993-4355 ( )	<b>FAX No. - N° de FAX</b> (613) 949-1281
<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 (type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

## AMENDMENT 002

The purpose of this amendment (002) is to apply changes to the Request for Proposal.

1) On page 12 under 4.1.1.2 Point Rated Technical Criteria:

Remove:

Point Rated Technical Criteria	Bidder's Instructions	Points Allocation	Technical Score
<b>R.5 Project Summaries in Traditional Communications and Engagement</b> <b>Maximum Points: 10 points</b> <b>Minimum required points: 6 points</b>			
The Bidder should demonstrate its experience in traditional communication and engagement.	<p>To demonstrate its experience, the Bidder should provide two (2) project examples conducted by the Bidder within the last 5 years that included a minimum of one (2) of the following traditional communication and engagement fields:</p> <ul style="list-style-type: none"> <li>- Events</li> <li>- Outreach activities</li> <li>- Inbound communications channels</li> </ul> <p>For each project example, the Bidder should provide the following information:</p> <ol style="list-style-type: none"> <li>a) the traditional communication and engagement fields included in the project;</li> <li>b) The start and end dates of the project; and</li> <li>c) A brief description of the project, including scope, deliverables, objectives to be achieved, issues, and the results/outcomes; and</li> </ol> <p>Note: If the Bidder provides more than two (2) project examples, only the first two (2) project examples will be evaluated.</p>	<p>For every project example, the following points could be allocated:</p> <p>Project example includes at least 3 of the traditional communication and engagement projects  <b>= 1.5 points</b></p> <p>Project example includes more than 3 of traditional communication and engagement projects  <b>= 0.5 points</b></p> <p>Bidder provided all the required information  <b>= 1 point</b></p> <p>The project example occurred within the last five (5) years <b>= 1 point</b></p> <p>The description of the project example includes details that provides evaluators with a clear understanding of the scope, deliverables, objectives to be achieved, issues, intent and the results/outcomes of the work  <b>= 1 point</b></p> <p><b>Maximum Points for R.5: 5 points per project example for a total of 10 points</b></p>	

Replace with:

Point Rated Technical Criteria	Bidder's Instructions	Points Allocation	Technical Score
<b>R.5 Project Summaries in Traditional Communications and Engagement</b> <b>Maximum Points: 10 points</b> <b>Minimum required points: 6 points</b>			
The Bidder should demonstrate its experience in traditional communication and engagement.	<p>To demonstrate its experience, the Bidder should provide two (2) project examples conducted by the Bidder within the last 5 years that included a minimum of one (2) of the following traditional communication and engagement fields:</p> <ul style="list-style-type: none"> <li>- Events</li> <li>- Outreach activities</li> <li>- Inbound communications channels</li> </ul> <p>For each project example, the Bidder should provide the following information:</p> <ul style="list-style-type: none"> <li>d) the traditional communication and engagement fields included in the project;</li> <li>e) The start and end dates of the project; and</li> <li>f) A brief description of the project, including scope, deliverables, objectives to be achieved, issues, and the results/outcomes; and</li> </ul> <p>Note: If the Bidder provides more than two (2) project examples, only the first two (2) project examples will be evaluated.</p>	<p>For every project example, the following points could be allocated:</p> <p>Project example includes at least 2 of the traditional communication and engagement fields  <b>= 1.5 points</b></p> <p>Project example includes more than 2 of traditional communication and engagement fields  <b>= 0.5 points</b></p> <p>Bidder provided all the required information  <b>= 1 point</b></p> <p>The project example occurred within the last five (5) years <b>= 1 point</b></p> <p>The description of the project example includes details that provides evaluators with a clear understanding of the scope, deliverables, objectives to be achieved, issues, intent and the results/outcomes of the work  <b>= 1 point</b></p> <p><b>Maximum Points for R.5: 5 points per project example for a total of 10 points</b></p>	

**2. On page 14, under 4.2 Basis of Selection, 4.2.1 Basis of Selection – Best Value:**

**Remove:**

2. To determine the bidders' total score, the total points of the technical proposal will be divided by the maximum technical score then multiplied by 70 to arrive at the weighted technical score. The lowest submitted financial proposal will be divided by the bidder's total financial proposal, and then multiplied by 30 to arrive at the weighted financial score. The total score will be the sum of the weighted technical score and the weighted financial score.

**Remove:**

8. Bids not meeting (a) or (b) or (c) will be declared non responsive. The responsive bid with the highest number of points will be recommended for award of a contract, provided that the total evaluated price does not exceed the budget available for this requirement.

**Replace with:**

8. Bids not meeting (a) or (b) or (c) will be declared non responsive.

**Add:**

9. Where two (2) or more proposals achieve the identical highest number of points, the proposal with the lowest total price will be recommended for award of a contract.

**3. On page 22, under 7.8 Invoicing Instructions:**

**Remove:**

2. Invoices must be distributed as follows:
  - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
  - b. One (1) electronic copy must be forwarded by email to  
RCNDACDistributiondecontrat.NCRCPDContractDistribution@tpsgc-pwgsc.gc.ca

**Replace with:**

2. Invoices must be distributed as follows:
  - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
  - b. One (1) electronic copy must be forwarded by email to  
TPSGC.padgamiace-appbmpace.PWGSC@tpsgc-pwgsc.gc.ca

**ALL OTHER TERMS AND CONDITIONS OF THE REQUEST FOR PROPOSAL REMAIN  
UNCHANGED.**