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Place du Portage, Phase III

Core 0B2 / Noyau 0B2

Gatineau

Quebec

K1A0S5

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

Informatics Professional Services Division/Division des
services professionnels en informatique

11 Laurier Street

11, rue Laurier

Place du Portage, Phase III, 4C2

Gatineau

Quebec

K1A0S5

Title - Sujet TBIPS - TEC3 PROJECT MGMT & SUPPORT	
Solicitation No. - N° de l'invitation W7714-176204/A	Amendment No. - N° modif. 004
Client Reference No. - N° de référence du client W7714-176204	Date 2017-09-14
GETS Reference No. - N° de référence de SEAG PW-\$IPS-006-31760	
File No. - N° de dossier 006ips.W7714-176204	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-09-25	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: Aresta, Arden	Buyer Id - Id de l'acheteur 006ips
Telephone No. - N° de téléphone (873) 469-4958 ()	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

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SOLICITATION AMENDMENT NO. 004

This amendment is raised to:

1. Provide answers to bidders questions in relation to this RFP; and
2. Amend the RFP as detailed in Appendix A-2 below.

Question 4:

For the project manager, rated requirement R8 states that for 5 points: "The proposed resource holds a valid Project Management Professional Certification (PMP) or Certified Agile Project Manager (Cert.APM)." Some resources may have similar certifications. Please confirm that a Professional Project Management Certificate in Project Management (PMBOK) from an accredited university will also be accepted for 5 points at R8.

Answer 4:

No, these two certifications are not equivalent.

Question 5:

The response to question #3 and the resulting amendment issued in amendment #003 are somewhat conflicting. The question states what will be considered compliant, but the amendment seems to exclude that which was accepted in question #3, as summarized below:

"Question 3:

For the technical writer, mandatory requirement M10 states that: "The Bidder's proposed resource must have a minimum of five (5) years of experience within the last ten (10) years creating 1-2 page marketing summaries and brochures for Information Technology (IT) projects. Copies of the brochures, certificates, fact sheets, design forms, posters, trial boards, trial pages, guides, handouts or information summaries must be provided." Must a resource have every element of this requirement in order to be compliant? For example, would a resource who does not have experience with marketing summaries or brochures, but has experience with fact sheets, guides, and information summaries be compliant?"

Answer 3:

The resource must have at least one element of this requirement in order to be compliant. For example, a resource who does not have experience in marketing summaries or brochures, but does have experience in fact sheets, guides and information summaries is considered compliant."

However, at Attachment 4.1, Bid Evaluation Criteria M10 amendment does not reflect Answer 3 as follows:

"INSERT: 'The Bidder's proposed resource must have a minimum of five (5) years of experience within the last ten (10) years creating 1-2 page marketing summaries OR brochures for Information Technology (IT) projects.'"

Can you please adjust the wording of M10 accordingly to reflect Q&A #3?

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Answer 5:

Please see Appendix A-2 below.

Question 6:

This is a significant RFP which requires an extensive response for a number of resources. Given this, and the fact that there are currently a large number of Government of Canada RFPs with closing dates around the same timeframe as this RFP, we request a closing date extension of 1 week (to September 25th) in order to provide bidders with sufficient time to prepare quality proposals for DRDC's consideration.

Answer 6:

Yes. Please see Appendix A-2 below.

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Appendix A-2:

1. At Attachment 4.1, Bid Evaluation Criteria, Canada has amended M10 as follows:

- DELETE:** "The Bidder's proposed resource must have a minimum of five (5) years of experience within the last ten (10) years creating 1-2 page marketing summaries OR brochures for Information Technology (IT) projects."
- INSERT:** "The Bidder's proposed resource must have a minimum of five (5) years of experience within the last ten (10) years creating 1-2 page marketing summaries OR brochures for Information Technology (IT) projects. Copies of the **marketing summaries OR brochures** (brochures, certificates, fact sheets, design forms, posters, trial boards, trial pages, guides, handouts or information summaries) must be provided."

2. Canada has amended the solicitation end date from September 18th, 2017 to **September 25th, 2017.**

3. At Section 7.9, Payment, of the RFP, at Article (a)(ii):

- DELETE:** "The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the **meal, private vehicle and incidental expenses** provided in Appendices B, C and D of the National Joint Council 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 Technical Authority. All payments are subject to government audit."
- INSERT:** "The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the **meal and private vehicle expenses** provided in Appendices B, C and D of the National Joint Council 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 Technical Authority. All payments are subject to government audit."

4. At Annex A, Statement of Work, at Section 9, Travel:

- DELETE:** "The Contractor may be required to travel to locations outside of the National Capital Region (NCR). Travel must be arranged and paid for by the Contractor, and submitted for reimbursement, in accordance with Treasury Board Directives. The Contractor will be paid for 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 allowances** specified in Appendices B and C of the Treasury Board/National Joint Council Travel Directive (<http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php>), and with other provisions of the directive referring to travelers, rather than those referring to employees."
- INSERT:** "The Contractor may be required to travel to locations outside of the National Capital Region (NCR). Travel must be arranged and paid for by the Contractor, and submitted for reimbursement, in accordance with Treasury Board Directives. The Contractor will be paid for authorized travel and living expenses, reasonably and properly incurred in the performance of the Work, at cost without any

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allowance for overhead or profit in accordance with the **meal and private vehicle allowances** specified in Appendices B and C of the Treasury Board/National Joint Council Travel Directive (<http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php>), and with other provisions of the directive referring to travelers, rather than those referring to employees..”

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.