

**Access to ATIP Professional Services Omnibus RFP # 20170932
Questions and Answers**

QUESTION #1: Has any firm/individual performed this or similar work currently or in the last 6-12 months? If so, what was the value and duration; has that firm/individual been invited to this requirement?

ANSWER #1: Yes, we had two contracts for similar work. One contract with Altis HR (June 6th, 2016 to August 31st, 2017) for a total value of \$279,541.52 taxes included and one with Excel HR (August 1st, 2017 to March 31st, 2018) for a total value of \$272,433.96.

QUESTION #2: M-1 Corporate Experience: these requirements may result in the CROWN not receiving some of the top candidates to perform this work. In order to better the selection of candidates for the client. Would the CROWN consider the following changes:

- “Providing two Corporate Reference contracts” instead of three
- M-1 i: removing “simultaneously, for at least four months”
- M-1 ii: The timeframe to be “in the last five years” instead of three

ANSWER #2: The criteria is intended to assess corporate capability. The request has been reviewed, the RFP remains unchanged.

QUESTION #3: RFP, Page 8, Section IV, Renseignements supplémentaires (Site ou locaux proposés par le soumissionnaire nécessitant des mesures de protection). Devons-nous fournir cette information?

RÉPONSE n° 3: No.

QUESTION #4: Your Office issued last May a RFP, # 20162285, for similar services. Can you please provide information on the outcome of this process, i.e. Vendor’s name, contract period, contract value?

ANSWER #4: Yes a contract has been awarded to Excel HR (August 1st, 2017 to March 31st, 2018) for a total value of \$272,433.96, including additional resources that have been added since contract award.

QUESTION #5: According to ATTACHMENT 2 TO PART 4 – FINANCIAL EVALUATION - PRICING SCHEDULE, we must indicate a proposed Per Diem Rate per Required Resource Category. Can we propose a rate per individual resource?

ANSWER #5: No.

QUESTION #6: Are you looking for bilingual or unilingual resources?

ANSWER #6: As stated in section 3.4 of Annex A, Statement of Work, resources must be either English or Bilingual English and French. To ensure the maximum number of compliant bids, the Bidder may at its discretion propose either English or Bilingual English and French resource(s) in response to mandatory criteria #M-2 of the RFP.

QUESTION #7: What does the Title of this request mean “ Access to Information and Privacy (ATIP) Professional Services Omnibus”?

ANSWER #7: An Omnibus contract is a contract for the provision of as and when requested professional services. The contract will be structured as a Task Authorization based contract.

QUESTION #8: Can you please publish a Word version of this Request?

ANSWER #8: Buy and Sell does not support the posting of word document. The word version can be emailed to you directly upon request.

QUESTION #9

M-1 Corporate experience part of the RFP. On page 10 it states:

“The project must have included the provision of at least two ATIP Advisor professional services resources, simultaneously, for at least four months in the NCR”

Can you explain this exactly? Do you need the supplier, to show 3 separate contracts where we supplied the Federal Government with 2 or more resources at the same time in a department for longer than 4 months in the past 3 years? Is that the interpretation?

ANSWER #9

Yes, your interpretation is correct.

QUESTION #10

Could you please confirm that consultants will be working on site at OSFI?

ANSWER #10

Consultant will be working on site at OSFI.