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Bid Receiving - PWGSC / Réception des soumissions  
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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 CONTIENTS  
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	
<b>Solicitation No. - N° de l'invitation</b> 35035-171079/A	<b>Amendment No. - N° modif.</b> 003
<b>Client Reference No. - N° de référence du client</b> 35035-17-1079	<b>Date</b> 2017-10-16
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$CX-026-73509	
<b>File No. - N° de dossier</b> cx026.35035-171079	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2017-10-25</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Deen(CX Div.), Raihanna	<b>Buyer Id - Id de l'acheteur</b> cx026
<b>Telephone No. - N° de téléphone</b> (613) 990-4033 ( )	<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</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

## AMENDMENT 003

**The purpose of this amendment is to:**

- A) Respond to bidders questions; and**
- B) Apply changes to the Request for Proposal.**

### **PART A) Respond to bidders' questions**

**Question 1:** Please clarify the role and deliverables related to a Graphic Designer. What tasks will be assigned? By whom? Where is the explanation of this role?

**Response 1:** Graphic design services may be required for some communication products (including social media and website products) to improve the design and increase engagement with stakeholders. When required, the services could include a full range of design services for print and electronic media products, instruction documents or guides; and production art, and non-technical illustrations. Annex "A" Statement of Work has been amended to include this information, please see Part B of this Amendment below.

**Question 2:** How will the Graphic Designer be evaluated – other than on price?

**Response 2:** The Graphic Designer will be evaluated only on the basis of price

**Question 3:** Please clarify in the statement of work under 4. Scope of Work, sub head Public Relations that reads "Develop community relations strategy (ies) – while being mindful of stakeholder groups and regional differences". Is this actually a community relations strategy being requested, instead of a communications plan in support of the community relations strategy?

**Response 3:** The Commission of Inquiry has an overall Communications Strategy and are seeking support to implement and deliver the strategy. The Contractor must devise targeted strategies or plans that address specific stakeholder groups or regions for both specific communication products and ongoing engagement approaches.

**Question 4:** How is Senior Communications Analyst defined?

**Response 4:** A Senior Communication Analyst will provide communications advice and services to senior level staff within the Commission of Inquiry (typically Director level and above), services to be provided will include but are not be limited to the following: support the planning and implementation of communications plans; support the development of a variety of communications products such as (but not limited to): news releases, backgrounders, tweets, articles and media lines/responses; develop web content, including writing, editing and/or organizing new and existing content; write and revise social media content and media analysis. Annex "A" Statement of Work has been amended to include this information, please see Part B of this Amendment below.

**Question 5:** Is there an incumbent or prior contractor that was used for this work before the RFP was let? Who was the contractor?

**Response 5:** There is no incumbent or prior contractor providing the services requested in the RFP

**Question 6:** Will the successful contractor of this RFP execute a plan that was developed internally or develop a new plan?

**Response 6:** The Contractor must work with an existing Communication Strategy and develop specific communication plans and products to meet the ongoing communication requirements of the Commission.

**Question 7:** Can you advise if there will be any preference given to location of contractor - as many of the activities are being undertaken in the west, would this be considered of value for contractor presence?

**Response 7:** The Commission has employees working from a number of locations across Canada. There is no preferred location for the Contractor to be located.

**Question 8:** Who within MMIWG will this contract report to?

**Response 8:** The Contractor will work with the Project Authority that will be identified in the resulting Contract.

**Question 9:** Is there an anticipated budget range for this contract?

**Response 9:** This information will be provided following contract award.

**Question 10:** Is there an anticipated length for this contract?

**Response 10:** As per PART 7 - RESULTING CONTRACT CLAUSES (Page 25 of the RFP), Subsections 7.4.1 and 7.4.3 the period of the Contract is from date of Contract award to December 31, 2018, and there is one (1) additional one-year period under the same conditions.

**Question 11:** Would it be possible for a Canadian citizen living outside Canada to respond to tenders such as your "Strategic Communication Services (35035-171079/A)"?

**Response 11:** All interested Bidders may submit a bid, however they must also meet all the requirements of the Request for Proposals. This requirement is limited to Canadian services. The Canadian Content Definition is found in the *SACC Manual* clause A3050T (2014-11-27).

**Question 12:** What is the difference between "initial contract period" and "option 1"? Are there established dates or timelines for these phases?

**Response 12:** The initial contract period is found on page 25 of the RFP in PART 7 - RESULTING CONTRACT CLAUSES, Subsection 7.4.1 Period of the Contract. The option period is found on page 25 of the RFP in PART 7- RESULTING CONTRACT CLAUSES, Subsection 7.4.3 Option to Extend the Contract.

**Question 13:** Based on the proposal, there is nowhere that outlines the size of the contract - I want to make sure that that is correct. i.e. there is no number of agreed upon hours to be completed by December 2018?

**Response 13:** ATTACHMENT 1 TO PART 3 - PRICING SCHEDULE (Page 10 of the RFP) indicates the estimated volume of hours per resource category to be completed by December 31, 2018.

**Question 14:** Based on [this website](#) and the RFP, I understand the requirement for the bidder is required to have organizational security clearance by the time we file our bid with you. If that is the case, can you please let me know the process by which that would happen - are you an approved source who could sponsor us? Also which level of security would we need - is it designated organization screening?

**Response 14:** As per PART 6 – SECURITY AND FINANCIAL REQUIREMENTS (Page 22 of the RFP), sub-section 6.1 bidders must hold the security clearance before contract award. The process for obtaining

a Reliability Status clearance could take several months. All requests for sponsorship should be sent to the Contracting Authority.

**Question 15:** We envision that we may have to use additional resources given the size and scope of this project in addition to the Senior and Manager level experts that are listed in the RFP. What is the security clearance process for additional team members?

**Response 15:** All resources must meet the security requirements outlined in the RFP.

**Question 16:** Are there any health support services offered to the winning bidder, or would we have to cover the cost of that ourselves?

**Response 16:** As per ATTACHMENT 1 TO PART 3 - PRICING SCHEDULE (page 11 of the RFP): The firm fixed hourly rates charged for Strategic Communications Services are all-inclusive. They include the cost of labour, fringe benefits, general and administrative expenses, time in transit, overhead, profit and the like, excepting only Applicable Taxes.

Sollicitation No. - N° de l'invitation  
35035-171079/A  
Client Ref. No. - N° de réf. du client  
35035-171079

Amd. No. - N° de la modif.  
003  
File No. - N° du dossier  
CX026. 35035-171079

Buyer ID - Id de l'acheteur  
CX026  
CCC No./N° CCC - FMS No./N° VME

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**PART B) Apply changes to the Request for Proposal**

**At Annex "A" Statement of Work (Page 34 of the RFP)**

**Insert:**

**12. Resource Categories and Roles**

**Graphic Designer:** Graphic design services may be required for some communication products (including social media and website products) to improve the design and increase engagement with stakeholders. When required, the services could include a full range of design services for print and electronic media products, instruction documents or guides; and production art, and non-technical illustrations

**Senior Communications Analyst:** A Senior Communication Analyst will provide communications advice and services to senior level staff within the Commission of Inquiry (typically Director level and above), services to be provided shall include but not be limited to the following: support the planning and implementation of communications plans; support the development of a variety of communications products such as (but not limited to): news releases, backgrounders, tweets, articles and media lines/responses; develop web content, including writing, editing and/or organizing new and existing content; write and revise social media content and media analysis.

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