



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

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

Title - Sujet Communication Marketing Management	
Solicitation No. - N° de l'invitation B8825-180073/A	Amendment No. - N° modif. 004
Client Reference No. - N° de référence du client B8825-18-0073	Date 2017-10-23
GETS Reference No. - N° de référence de SEAG PW-\$\$CX-026-73546	
File No. - N° de dossier cx026.B8825-180073	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-11-01	
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: Deen(CX Div.), Raihanna	Buyer Id - Id de l'acheteur cx026
Telephone No. - N° de téléphone (613) 990-4033 ()	FAX No. - N° de FAX (613) 949-1281
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

AMENDMENT 004

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 17: In the same chart that references 5300 words for calculating translation, there are also hours provided for the other functions. These include 650 hours for the communications strategist and 50 hours each for the account executive and for the translator for revisions. Are we required to use these hours to calculate our bid or can we change these reflect our assessment of the time required?

Response 17: Yes, you are required to use these hours to calculate your bid submission, and to not change them to reflect your assessment of the time required. This is to ensure a fair and equal evaluation of all bids. As per ATTACHMENT 1 to PART 3 – PRICING SCHEDULE, the number of hours for Strategic Communication services in Table 1 are for evaluation purposes only and are not a guarantee of the actual number of hours required, nor are they intended to reflect any expectations on behalf of the Government of Canada. Please see revised ATTACHMENT 1 to PART 3 – PRICING SCHEDULE in Part B below.

Question 18: Table 1 on Page 10 asks for costing and Annex B on page 36 asks for rates. Do you wish both of these forms to be included in the financial proposal (this is not clear)?

Response 18: For the purposes of your submission to the current RFP the proposed rates are to only be indicated in ATTACHMENT 1 to PART 3 – PRICING SCHEDULE. These rates will form the firm all-inclusive Basis of Payment of the contract.

Question 19: There is a section of Annex B that talks about cost of time in transit, but it is unclear what the bidder is expected to provide. Can you please clarify?

Response 19: Please see amendment to ANNEX B – BASIS OF PAYMNET in Part B below.

PART B) Apply changes to the Request for Proposal

1) At ATTACHMENT 1 TO PART 3 - PRICING SCHEDULE (Page 10 of the RFP):

Remove in its entirety

And

Replace with:

ATTACHMENT 1 TO PART 3 - PRICING SCHEDULE

If pricing is not provided, for an element of Table 1 a value of zero will be assigned for the element and the Bidder will be provided an opportunity to agree with the zero amount.

If the Bidder agrees then the Basis of Payment will be considered compliant. However if the Bidder disagrees then the offer will be found non-compliant and no further evaluation will be done.

The number of hours for Strategic Communication services in Table 1 are for evaluation purposes only and are not a guarantee of the actual number of hours required, nor are they intended to reflect any expectations on behalf of the Government of Canada.

The Bidder must quote all prices in Canadian dollars, GST/HST extra, FOB destination. The Bidder may not propose any options, provide any optional pricing, or stipulate any conditions. Any Bidder that includes any options or conditions whatsoever will be deemed non-responsive.

Table 1: Firm Rates – Strategic Communication Services:			
<i>The Bidder must quote firm fixed all-inclusive rates for Strategic Communication Services in accordance with article 5.1.1 Basis of Payment – Marketing Strategy Services in the Resulting Contract Clauses. These firm fixed all-inclusive rates will form part of any resulting Contract and subsequent Task Authorization.</i>			
Category of Service	Firm All-Inclusive Rates	Number of Hours for Evaluation Purposes	Total Evaluated Price
Account Executive	/ hour	50 hours	\$ -
Communications Strategist	/ hour	650 hours	\$ -

TOTAL ALL-INCLUSIVE BID EVALUATION VALUE (BEV) FOR EVALUATION PURPOSES* (TOTAL FROM TABLE 1)	\$ _____
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The BEV is calculated for evaluation purposes and will also form the firm all-inclusive Basis of Payment for any resulting Contract and subsequent Task Authorization. The firm all-inclusive rate for Strategic Communications Services quoted by the Bidder in Table 1 will also apply to any resulting Contract and subsequent Task Authorization as indicated herein.

2) At ANNEX A – STATEMENT OF WORK, Section A6. Deliverables (Page 34 of the RFP):

Remove in its entirety

And

Replace with:

A6. Deliverables

The following deliverables are required. Timelines have been assigned to each deliverable.

Deliverable	Language and Format	Due Date
Draft version of marketing plan in Microsoft Word for IRCC review	English only – electronic version	6 weeks after contract award
Final version of marketing plan in Microsoft Word for IRCC review. IRCC will be responsible for translation of the marketing plan.	English and French – electronic version	6 weeks after receiving draft version of marketing plan.
PowerPoint presentation (with notes) on marketing plan for IRCC review. IRCC will be responsible for translation of the presentation.	English and French – electronic version	4 weeks after receiving final version of marketing plan
Presentation to IRCC officials	In person - English	1 week after receiving PowerPoint presentation (with notes) on marketing plan

3) At ANNEX A – STATEMENT OF WORK, Section A9. Official Languages (Page 35 of the RFP):

Remove:

The work can be conducted in English, however the final Marketing Plan must be delivered in English and in French.

And

Replace with:

A9. Official Languages

The work can be conducted in English, however the final Marketing Plan must be delivered in English and in French. IRCC will be responsible for the translation of the final Marketing plan.

4) At ANNEX B – BASIS OF PAYMENT (Page 36 of the RFP):

Remove in its entirety:

And

Replace with:

ANNEX B
BASIS OF PAYMENT

B.1. Firm Hourly Rates – Strategic Communications Services

The Contractor will be paid firm fixed all-inclusive hourly rates for the required Strategic Communications Services. The firm fixed all-inclusive rates will form part of any resulting Contract and task authorizations.

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, overhead, profit and the like, excepting only Applicable Taxes.

The Contractor is subject to the Applicable Laws as outlined in article 10 of the Resulting Contract. As such, the Contractor is responsible for ensuring adherence to these Laws, including any applicable Labour Laws. The firm fixed all-inclusive hourly rates charged by the Contractor reflect this responsibility and Canada will not be subject to additional charges not expressly laid out herein.

There is no provision for overtime under this Contract.

Strategic Communications Services	
	Firm all-inclusive rates
Account Executive	\$
Communications Strategist	\$

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