

# RETURN BIDS TO: RETOURNER LES SOUMISSIONS À :

Public Safety and Emergency Preparedness

Contracting and Procurement Section 340 Laurier Avenue West.

1st Floor Mailroom - MARKED URGENT

Ottawa, Ontario K1A 0P8

Attention: Denise Desserud

Amendment #3 Modification n° 3

Offer to: Office of the Correctional Investigator Canada

We hereby offer to provide to Canada, as represented by the Minister of Public Safety and Emergency Preparedness Canada, in accordance with the terms and conditions set out herein or attached hereto, the goods, services, and construction detailed herein and on any attached sheets.

Title - Sujet					
Senior Access to Information and Privacy Consultant					
ochlor Access to information and i fivacy consultant					
Solicitation No. – N° de l'invitation	Date				
201802374	2017-11-22				
Solicitation Closes - L'invitation prend fin	Time Zone				
At – à 02:00 PM	Fuseau horaire				
On – le 2017-12-11					
	EDT				
Delivery Required – Livraison exigée					
See Herein					
Address Enquiries to: - Adresser toutes questions à:					
Denise Desserud					
Telephone No. – N° de telephone	FAX No. – N° de FAX				
(613) 990-2614	(613) 954-1871				
Destination – of Goods, Services and Construction:					
Destination – des biens, services et construction:					
Office of the Correctional Investigator					
P.O. Box 3421 Station "D"					
Ottawa ON K1P 6L4					
Security – Sécurité					
Secret					

# Offre au: Bureau de l'enquêteur correctionnel Canada

Nous offrons par la présente de fournir au Canada, représenté par le ministre de la Sécurité publique et Protection civile Canada, aux conditions énoncées ou incluses par référence

dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici et sur toute feuille ci-annexée.

#### Comments - Commentaires:

BIDDERS MUST <u>WAIT</u> TO HAVE THEIR PROPOSALS TIME STAMPED IF THEY ARE HAND DELIVERING TO THE MAILROOM

Entrance is on Gloucester at shipping door, behind the building

Instructions: See Herein Instructions: Voir aux présentes

Vender/Firm Name and Address Raison sociale et adresse du Fournisseur/de l'entrepreneur

Issuing Office – Bureau de distribution

Public Safety and Emergency Preparedness Canada Contracting and Procurement Section on behalf of The Correctional Investigator Canada 269 Laurier Avenue West 13<sup>th</sup> Floor, Office 13B-37 Ottawa, Ontario K1A 0P8 Vendor/Firm Name and Address

Raison sociale et adresse du fournisseur/de l'entrepreneur

Telephone No. – N° de telephone 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 due fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)

Signature Date



### **AMENDMENT #3**

A) Article 3, Mandatory Requirements, under Part 4 Evaluation Criteria and Basis of Selection, is deleted in its entirety and replaced with the following:

### 3 MANDATORY REQUIREMENTS

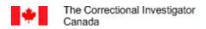
The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Any bid which fails to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion will be addressed separately.

Bidders are advised that they may only propose the required number of resources identified in the Mandatory Criterion for each category. If a Bidder proposes more than the required number of resources, resources will be evaluated alphabetically by last name of the resource with consideration only given to the required number of resources unless another order of preference is provided by the Bidder. Additional resources proposed by the bidder will neither be considered nor evaluated.

The Bidder must provide sufficient detail to clearly demonstrate <u>how</u> they meet each mandatory requirement below. Bidders are advised that only listing experience without providing any supporting data and information to describe responsibilities, duties and relevance to the requirements, or reusing the same wording as the RFP, will not be considered "demonstrated" for the purpose of this evaluation.





# **AMENDMENT #3**

Item	Mandatory Technical Criterion	Bidder's Response	
M1	The Bidder must submit a signed proposal indicating their acceptance of all the terms and conditions, as per the clause "Acceptance of Terms and Conditions" clause, Part 2 Article 4 of the Request for Proposal	MEETS	DOESN'T MEET
M2	The Bidder must propose one resource, provide the full name and provide a detailed résumé which clearly describes relevant project descriptions of the resource's work experience.  The Bidder should provide the following information:  Education/Academic qualifications; Confirmation that the resource is bilingual; A profile describing the areas of expertise or strength of the individual proposed; Timeframe of the work experience shown as (month/year to month/year) Summary of each project that identifies the role and tasks of the specific resource.  The Bidder shall bold-face or high-light the relevant areas in the resource's résumé.	MEETS	DOESN'T MEET
M3	The Bidder must demonstrate that the proposed resource has a minimum of five (5) years experience within the last fifteen (15) years processing ATIP requests pursuant to the ATI and Privacy Acts in a criminal justice environment.  * Processing ATIP Request pursuant to the ATI and Privacy Acts is defined as the management of all aspects of the ATIP process including analyzing, examining, reviewing, providing, advice and formulating responses.  In order to demonstrate this, the Bidder must provide the following information:  - Project start and end date (mm-yy to mm-yy) - Client Organization - Resource role and responsibilities - Services provided/activities performed	MEETS	DOESN'T MEET
M4	The Bidder must demonstrate that the proposed resource has a minimum of five (5) years experience within the last ten (10) years in a senior role overseeing* the processing of ATIP requests.  *"overseeing" is defined as managing the ATIP process	MEETS	DOESN'T MEET
	ensuring compliance to the laws by supervising others who are responding to ATIP requests.		



### **AMENDMENT #3**

Item	Mandatory Technical Criterion	Bidder's Response	
	In order to demonstrate this, the Bidder must provide the following information:		
	<ul> <li>Project start and end date (mm-yy to mm-yy)</li> <li>Client Organization</li> <li>Resource role and responsibilities</li> <li>Services provided/activities performed</li> </ul>		
M5	The bidder must confirm that the proposed resource is fluently bilingual and can communicate (oral, writing, reading) in both official languages (English & French).	MEETS	DOESN'T MEET

As per SACC manual clause 2003, the following definition applies for the purpose of the evaluation of mandatory criteria:

### **Definition of Bidder\***

"Bidder" means the person or entity (or, in the case of a joint venture, the persons or entities) submitting a bid to perform a contract for goods, services or both. It does not include the parent, subsidiaries or other affiliates of the Bidder, or its subcontractors.

PROPOSALS NOT MEETING THE ABOVE MANDATORY REQUIREMENTS WILL BE GIVEN NO FURTHER CONSIDERATION.

B) ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

