



Addendum #1 to Solicitation #NRCan-5000035510

For IAMC Engagement Advisor

Clarification Section

Clarification 1

"This procurement has been set-aside under the federal government's Procurement Strategy for Aboriginal Business (PSAB). Only Aboriginal businesses as defined under PSAB are eligible to challenge the proposed procurement strategy to award the contract to the named Aboriginal business."

Clarification 2

No bidder will be precluded in submitting a bid, if they did not attend the Bidder's Teleconference on January 4, 2018.

Question and Answer Section

Question 1: Are you talking about having one individual or are you open to having more than one person on the team?

Answer 1: We were visualizing one person but we would be open to other ideas as you see fit. We do have a Secretariat available (Natural Resources Canada) to assist. We would be open to considering a team.

Question 2a: Section 5.2.1 in the RFP mentions that bidding could be done as a joint venture. So I'm thinking this could be a subcontract position possibly under my role given the scope and scale of this project.

Question 2b: It is important to note that with bidding, sometimes things can happen, and it's a matter of being realistic. I think it is important that the adjudication committee for NRCan have the ability to allow latitude for the possibilities that could occur regarding the entities that will be applying to this. For example, there especially could be situations where that one key representative may not be available for a variety of circumstances (e.g., illness, family matters). I think it is important to have the ability to have additional entities, which could potentially be preapproved, be considered as well.

Answer 2: The IAMC-TMX has meetings set up from now until the end of June 2018 so it's very clear for planning ahead when these will be held. We also have a series of E-SC meetings set out so that would help. Especially in the first part of this contract, we would see working together to make sure we are articulating the vision of the E-SC and Committee for the successful bidder.

Question 3: it sounded like the person would be working with a few different groups (Committee, E-SC, Caucus), would they primarily report to the Engagement Sub-Committee (E-SC) in terms of who those decisions and deliverables are presented to?



Answer 3: The primary relationship is with the E-SC. We don't have an official chair, but an NRCan Representative will be a point of contact within that E-SC. We know that the final plan needs to be approved by the IAMC-TMX. We think it would be better for the IAMC to have met the Lead Advisor, to have a discussion with them, before we put a plan in front of others. The work we are doing is really all about relationships. This contract is all about engaging with communities along the route. With the kind of background we're looking for as well, the relationship and the primary reporting will be with the E-SC, but we'd like the Committee and the Indigenous Caucus members to know who you are and what you're about.

Question 4: Is there consideration for a digital submission and if not why is that the case?

Answer 4: Yes, both hard copy and electronic submissions will be accepted. Please see the DELETE and REPLACE BY: section of this addendum for information pertaining to providing proposals electronically.

Question 5: Is it true that the people who are on this call now represents who the only bidders can be?

Answer 5: No, this is not a mandatory bidders' conference. Because we have a third party involvement, we want to make sure the industry understands what we are looking for and that is why we provided a bidders' conference as we thought it would be useful to provide as much information as possible and to be consistent. It also benefits us so that we get the appropriate people bidding on it.

Question 6: There is a typo on Part 4.1 Para B: "An evaluation team composed of representatives of Canada and **three (2)** members of the Indigenous Advisory & Monitoring Committee (Page 11) will evaluate the bids." That needs to be clarified?

Answer 6: Should read: An evaluation team composed of representatives of Canada and a minimum of one (1) members of the Indigenous Advisory & Monitoring Committee will evaluate the bids.



Delete and Replace With and Add Section

Change 1

DELETE:

Solicitation Closes – L'invitation prend fin

at – à 02:00 PM (Eastern Standard Time (EST))

on – le January 19, 2018

REPLACE WITH:

Solicitation Closes – L'invitation prend fin

at – à 02:00 PM (Eastern Standard Time (EST))

on – le January 23, 2018

Change 2

Part 2 – Bidder's Instructions, Article 2.2 Submission of Bids

DELETE:

2.2.1 Due to the nature of the bid solicitation, bids transmitted by facsimile or electronic mail to NRCan will not be accepted.

REPLACE WITH:

2.2.1 Electronic transmission of proposals is permitted.

It is the Bidders responsibility to ensure that proposals are sent to the following e-mail address, by the time and date indicated on page 1 of this RFP document:

Carol.Hambleton2@canada.ca

IMPORTANT

Write the following information in object:

[*Insert solicitation number \(NRCan-PR number\) and title*](#)

The address above is reserved for the presentation of the proposals. No other communication must be sent there.



Change 3

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

DELETE:

4.2 Basis of Selection

4.2.1 Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - c. obtain the required minimum of 65 points overall for the technical evaluation criteria which are subject to point rating.
The rating is performed on a scale of 95 points.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by an 80/20 ratio of technical merit and price, respectively. The total available points equal 95 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)				
		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		92/95	70/95	85/95
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$92/95 \times 80 = 77.47$	$70/95 \times 80 = 74.95$	$89/95 \times 80 = 74.95$
	Pricing Score	$45/55 \times 20 = 16.36$	$45/50 \times 20 = 18.00$	$45/45 \times 20 = 20.00$
Combined Rating		93.83	76.95	91.56
Overall Rating		1st	3rd	2nd

REPLACE WITH:

4.2 Basis of Selection

4.2.1 Highest Combined Rating of Technical Merit and Price

2. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and



- d. obtain the required minimum of 65 points overall for the technical evaluation criteria which are subject to point rating.
The rating is performed on a scale of 95 points.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by an 80/20 ratio of technical merit and price, respectively. The total available points equal 95 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (80%) and Price (20%)				
		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		92/95	70/95	85/95
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$92/95 \times 80 = 77.47$	$70/95 \times 80 = 74.95$	$89/95 \times 80 = 74.95$
	Pricing Score	$45/55 \times 20 = 16.36$	$45/50 \times 20 = 18.00$	$45/45 \times 20 = 20.00$
Combined Rating		93.83	76.95	91.56
Overall Rating		1st	3rd	2nd

Change 4

Part 5 – Certifications and Additional Information

Delete:

Article 5.2.6 Aboriginal Designation

Who is eligible?

- a) An Aboriginal business, which can be:
- i. a band as defined by the Indian Act
 - ii. a sole proprietorship
 - iii. a limited company
 - iv. a co-operative
 - v. a partnership
 - vi. a not-for-profit organization

in which Aboriginal persons have at least 51 percent ownership and control,

OR



- b. A joint venture consisting of two or more Aboriginal businesses or an Aboriginal business and a non-Aboriginal business(es), provided that the Aboriginal business(es) has at least 51 percent ownership and control of the joint venture.

When an Aboriginal business has six or more full-time employees at the date of submitting the bid, at least thirty-three percent of them must be Aboriginal persons, and this ratio must be maintained throughout the duration of the contract.

The bidder must certify in its submitted bid that it is an Aboriginal business or a joint venture constituted as described above.

- ☐ Our Company is NOT an Aboriginal Firm, as identified above.
- ☐ Our Company is an Aboriginal Firm, as identified above. The supplier must complete the certificate in the appropriate clause below.

SACC Manual clauses [A3000T](#), [A3001T](#), [M3030T](#), , and [S3036T](#) contain a certification that suppliers must complete and submit with their bid/offer/arrangement. Failure by suppliers to submit this completed certification form with their bids/offers/arrangements will render the bid/offer/arrangement non-responsive.

Replace with:

Annex “E” to Part 5 – Bid Solicitation

Change 5

Statement of Work, Article 4.0 Task & Specifications

DELETE:

4.1 Phase 1: Develop Engagement Strategy and Implementation Plan (January 2018 – February 2018)

REPLACE WITH:

4.1 Phase 1: Develop Engagement Strategy and Implementation Plan (February 2018 - March 2018)

Change 6

ADD To:

Statement of Work, Article SW 5.0 Contractor’s Obligations

Contractor must attend the following IAMC Meetings:

Meeting Dates	Location	Meeting Audience	Agenda Points
February 13-15, 2018	Enoch Alberta (Edmonton)	IAMC	- Potential engagement event with Alberta Leadership or Communities (evening of



			the February 13, 2018.) - Introduce Engagement Advisor retained to develop Strategic Engagement Strategy
TBD	Vancouver	Engagement Sub-Committee	- Work planning meeting
March 13-14, 2018	Cheam British Columbia (Chilliwack)	IAMC	- Potential engagement event with Cheam Leadership or Communities - DRAFT Strategic Engagement Plan to be presented
TBD	Edmonton	Engagement Sub-Committee	- TBD

Change 7

Add To:

Statement of Work, Article SW 6.0 NRCan's Obligations

- Project Authority will provide within 72 hours with the confirmation of the date and time of any meeting indicating TBD.

Change 8

Statement of Work, Article 8.0 Travel

DELETE:

8.2 Only travel outside of the consultant's home region will be reimbursed.

REPLACE WITH:

8.2 Travel will only be reimbursed from Vancouver British Columbia region to IAMC meeting locations indicated in the SW 5.0 Contractor Obligations.

Change 9

DELETE in its entirety:

1. TECHNICAL CRITERIA

1.1 MANDATORY EVALUATION CRITERIA

The Mandatory Criteria listed below will be evaluated on a simple pass/fail basis. Proposals which fail to meet the mandatory criteria will be deemed non-responsive.



Criterion ID	Mandatory Criteria	Proposal Page #	Pass/Fail
M1	Proposed Engagement Advisor must have at least 3 years of engagement experience with Indigenous Communities in BC or Alberta acquired in the last 5 years (from November 2012).		
M2	Proposed Engagement Advisor must provide a detailed resume which includes all work experience and other relevant training and knowledge.		

1.2 EVALUATION OF RATED CRITERIA

The criteria contained herein will be used by NRCan to evaluate each proposal that has met all of the mandatory criteria.

Proposals must achieve the stated minimum points required for **each** point rated technical criteria to be assessed as responsive; proposals not meeting the minimum required points for each point rated technical criteria will be deemed non-responsive.

Proposals will be evaluated based on the following criteria:

Criterion ID	Point Rated Technical Criteria	Minimum /Maximum Points	Proposal Page #
R1	<p><u>Understanding of Work</u></p> <p>Evaluate the proposed Engagement Advisor's understanding of the project. An adequate response consists of an analysis that demonstrates a basic understanding of Indigenous and Government perspectives on the principles and commitments listed below. For a Proposal to receive higher marks, a proposal would need to demonstrate a thorough understanding of Indigenous and Government perspectives in these areas.</p> <p>Government principles and commitments:</p> <ul style="list-style-type: none">a) s. 35 of the <i>Constitution Act, 1982</i>, which recognize and affirms the existing Aboriginal and treaty rights of the Aboriginal Peoples of Canada;b) principles of the United Nations Declaration on the Rights of Indigenous Peoples, and;c) Truth and Reconciliation Commission of Canada's "94 calls to action."	21/30	



	<p>Information to be submitted:</p> <p>1.1 a narrative describing the nature of the Project, highlighting specific opportunities and challenges in the BC and Alberta contexts; (10 points max.)</p> <p>1.2 a narrative describing how the Proponent would learn from and address the Project challenges identified in R1, 1.1; (10 points max.)</p> <p>1.3 a narrative on the special circumstances, issues or risk factors affecting the Project (10 points max.)</p>		
R2	<p><u>Proposed Work Plan</u></p> <p>Evaluate the proposed Engagement Advisor's project management skills and ability to complete the work in an efficient manner.</p> <p>Information to be submitted: The response to be provided here can consist of spreadsheets and/or tables (no written summary is required). To facilitate evaluation, information may include:</p> <p>2.1 tasks and deliverables will be delivered efficiently (10 points max.); - work plan provides a schedule for delivering all project deliverables identified in the SOW by March 31, 2019 (5 points).</p> <p>2.2 project will be managed in an organized manner (5 points max.); - work plan format is logical and easy to understand (5 points).</p>	7/10	
R3	<p><u>Personal Experience</u></p> <p>Evaluate the Proponent proposed Engagement Advisor's experience leading Indigenous community engagement processes generally, and in BC and Alberta Indigenous communities specifically.</p> <p>Information to be submitted: A minimum of three (3) written project summaries describing Indigenous community engagement processes they developed and implemented in support of significant strategic planning initiatives in BC or Alberta.</p> <p>Each written project summary should indicate:</p> <ul style="list-style-type: none">a) name of the client organization;b) start and end dates of the project;	21/30	



	<p>c) brief description of the services provided; d) brief description of the significant strategic initiative for which engagement was provide e) d; f) description of engagement approach and methodology; g) description of specific engagement techniques and tools used; h) description of engagement outcomes; i) provide a reference, with point of contact information, of the Project Authority to whom the proposed engagement advisor reported to.</p> <p>Written project summaries may be supplemented with additional material (resumes, corporate profiles, reference letters, etc.). To facilitate evaluation, information on the individual may include:</p> <p>3.1 total years of public engagement experience (10 points max); - more than 9 years (10 points) - between four (4) and eight (8) years (5 points) - less than four (4) years (0 points)</p> <p>3.2 experience conducting engagement with Indigenous communities (10 points max.); - four plus projects (10 points) - three (3) or less projects (5 points) - no projects (0 points)</p> <p>3.3 experience conducting engagement with BC and/or Alberta Indigenous communities (10 points max.) - some experience with BC <u>and</u> Alberta Indigenous communities (10 points) - some experience with BC or Alberta Indigenous communities (5 points) - no experience with BC or Alberta Indigenous communities (0 points)</p>		
R4	<p><u>Strategic Planning Experience</u></p> <p>Evaluate the proposed Engagement Advisor's experience with strategic planning projects of similar scope and complexity. Strategic planning projects are defined as any project that takes action to shape future outcomes and/or conditions.</p> <p>Information to be submitted:</p> <p>4.1 experience with strategic planning projects; - experience working on 10 or more strategic planning projects (15 points). - experience working on 6 to 9 strategic planning projects (10 points). - experience working on 3 to 5 strategic planning projects (5 points).</p>	17/25	



	<ul style="list-style-type: none">- experience working on less than 3 strategic planning projects (0 points). <p>4.2 experience planning complex, multi-community and/or multi-stakeholder engagement processes (10 points max.);</p> <ul style="list-style-type: none">- experience planning a multi-stakeholder engagement process that involves both government and Indigenous communities (10 points)- experience planning multi-stakeholder engagement processes that involve government only, or Indigenous communities only (5 points).- no experience planning multi-stakeholder engagement processes (0 points).		
Total points		95	

REPLACE WITH:

B1 MANDATORY TECHNICAL CRITERIA

The Mandatory Criteria listed below will be evaluated on a simple pass/fail basis. Proposals which fail to meet the mandatory criteria will be deemed non-responsive.

Bidders are advised to address each criterion in sufficient depth to permit a complete requisite analysis and assessment by the evaluation team. Proposals failing to adequately respond to the mandatory criteria may be excluded from further considerations. The proposal should address each of the criteria in the order in which they appear.

The bidder must clearly demonstrate how the criteria are satisfied. Bidders are advised that only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the criteria may not suffice to demonstrate satisfying any given criteria.

The Bidder should provide complete details as to where, when (month and year) and how (through which activities/ responsibilities) the stated qualifications/experience were obtained. Experience gained during formal education shall not be considered work experience. All criteria for work experience shall be obtained in a legitimate work environment. Co-op terms are considered work experience provided they are related to the required services.

Bidders are also advised that the month(s) of experience listed for a project whose time frame overlaps that of another referenced project will only be counted once. For example: project one time frame is July 2001 to December 2001; project two time frame is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.



Criterion ID	Mandatory Criteria	Proposal Page #	Pass/Fail
M1	Proposed Engagement Advisor must have at least 3 years of engagement experience with Indigenous Communities in BC or Alberta acquired in the last 5 years (from November 2012).		
M2	Proposed Engagement Advisor must provide a detailed resume, which includes all work experience and other relevant training and knowledge.		
M3	<p>Proponents will be required to provide, with their bid/offer/arrangement, a certification, prior to award, stating that they meet the definition of an Aboriginal business.</p> <p>Eligible Recipients include:</p> <ul style="list-style-type: none">• Indigenous communities or governments;• Tribal Councils or entities that fulfill a similar function (e.g. general council);• Indigenous validly incorporated or registered for-profit and not-for-profit organizations and corporations <p>Information to be provided on Annex "E" – Part 5 – Bid Solicitation</p>		

POINT RATED TECHNICAL CRITERIA

The criteria contained herein will be used by NRCan to evaluate each proposal that has met all of the mandatory criteria. Bidders are advised to address these criteria in the following order and in sufficient depth in their proposals to enable a thorough assessment. NRCan's assessment will be based solely on the information contained within the proposal. NRCan may confirm information or seek clarification from bidders.

Only those proposals which are responsive (compliant) with all of the mandatory criteria and then achieve (or exceed) the stated minimum points required for the point rated technical criteria section will be further considered for award of a contract. Proposals not meeting the minimum points required will be deemed non-responsive.

Criterion ID	Point Rated Technical Criteria	Maximum Points	Proposal Page #
--------------	--------------------------------	----------------	-----------------



R1	<p><u>Understanding of Work</u></p> <p>Evaluate the proposed Engagement Advisor's understanding of the project. An adequate response consists of an analysis that demonstrates a basic understanding of Indigenous and Government perspectives on the principles and commitments listed below. For a Proposal to receive higher marks, a proposal would need to demonstrate a thorough understanding of Indigenous and Government perspectives in these areas.</p> <p>Government principles and commitments:</p> <ul style="list-style-type: none">d) s. 35 of the <i>Constitution Act, 1982</i>, which recognize and affirms the existing Aboriginal and treaty rights of the Aboriginal Peoples of Canada;e) principles of the United Nations Declaration on the Rights of Indigenous Peoples, and;f) Truth and Reconciliation Commission of Canada's "94 calls to action." <p>Information to be submitted:</p> <ul style="list-style-type: none">1.4 a narrative describing the nature of the Project, highlighting specific opportunities and challenges in the BC and Alberta contexts; (10 points max.)1.5 a narrative describing how the Proponent would learn from and address the Project challenges identified in R1, 1.1; (10 points max.)1.6 a narrative on the special circumstances, issues or risk factors affecting the Project (10 points max.) <p>Evaluation Approach: see table below*</p>	30	
R2	<p><u>Proposed Work Plan</u></p> <p>Evaluate the proposed Engagement Advisor's project management skills and ability to complete the work in an efficient manner.</p> <p>Information to be submitted:</p> <p>The response to be provided here can consist of spreadsheets and/or tables (no written summary is required). To facilitate evaluation, information may include:</p> <ul style="list-style-type: none">2.1 tasks and deliverables will be delivered efficiently (10 points max.);<ul style="list-style-type: none">- work plan provides a schedule for delivering all project deliverables identified in the SOW by March 31, 2019 (5 points).2.2 project will be managed in an organized manner (5 points max.);<ul style="list-style-type: none">- work plan format is logical and easy to understand (5 points)- work plan format is comprehensible (but could be more logically and clearly formulated) (3 points).	15	



R3	<p><u>Personal Experience</u></p> <p>Evaluate the Proponent proposed Engagement Advisor's experience leading Indigenous community engagement processes generally, and in BC and Alberta Indigenous communities specifically.</p> <p>Information to be submitted: A minimum of three (3) written project summaries describing Indigenous community engagement processes they developed and implemented in support of significant strategic planning initiatives in BC or Alberta.</p> <p>Each written project summary should indicate:</p> <ul style="list-style-type: none">j) name of the client organization;k) start date, end date and location (province) of the project;l) brief description of the services provided;m) brief description of the significant strategic initiative for which engagement was provided;n) description of engagement approach and methodology;o) description of specific engagement techniques and tools used;p) description of engagement outcomes;q) provide a reference, with point of contact information, of the Project Authority to whom the proposed engagement advisor reported to. <p>Written project summaries may be supplemented with additional material (resumes, corporate profiles, reference letters, etc.). To enable evaluation against this criterion, information on the individual will need to include:</p> <p>3.1 total years of engagement experience with Indigenous communities in BC or Alberta (20 points max); 2 points per year up to 20 points</p> <p>3.2 experience conducting engagement with BC and/or Alberta Indigenous communities (10 points max.)</p> <ul style="list-style-type: none">- some experience with BC <u>and</u> Alberta Indigenous communities (10 points)- some experience with BC or Alberta Indigenous communities (6 points)- no experience with BC or Alberta Indigenous communities (0 points)	30	
R4	<p><u>Strategic Planning Experience</u></p> <p>Evaluate the proposed Engagement Advisor's experience with strategic planning projects of similar scope and complexity. Strategic planning projects are defined as any project that takes action to shape future outcomes and/or conditions.</p>	25	



	<p>Information to be submitted:</p> <p>4.1 experience working on strategic planning projects; 2 points per strategic planning project (up to 10 points maximum for this criterion)</p> <p>4.2 experience planning complex, multi-community and/or multi-stakeholder engagement processes (15 points max.);</p> <ul style="list-style-type: none">- experience planning a multi-stakeholder engagement process that involves both government and Indigenous communities (15 points)- experience planning multi-stakeholder engagement processes that involve government only, or Indigenous communities only (10 points).- experience planning multi-stakeholder engagement processes with stakeholders other than government or indigenous communities (5 points)- no experience planning multi-stakeholder engagement processes (0 points)		
	Pass mark for point-rated criteria – you must receive at least 60 points to be considered compliant	Minimum needed: 63	
Total points	Total possible score	105	

* Evaluation approach for R1 -- for each element evaluated out of 10 points

Excellent R1 (10/10 points)	The Bidder's response to this criterion is in depth and the requirement is exceeded. The knowledge, experience or approach demonstrated should ensure highly effective performance on this aspect of the work. Addresses and exceeds all elements pertinent to the Statement of Work
Very Good R1 (7-9/10 points)	The Bidder's response to this criterion addresses the requirement well. The knowledge, experience or approach demonstrated should ensure more than adequate performance on this aspect of the work. Addresses all elements as outlined in the Statement of Work
Good R1 (5-6/10 points)	The Bidder's response satisfactorily addresses this criterion. The knowledge, experience or approach demonstrated should meet the minimum needed for adequate performance on this aspect of the work. Addresses most elements pertinent to the Statement of Work
Unsatisfactory R1 (1-4/10 points)	The Bidder's response minimally addresses the criterion. The knowledge, experience or approach demonstrated is insufficient for the effective performance of the work. Address some elements pertinent to the Statement of Work
No Response (0 points)	The Bidder does not address the criterion. Does not address any elements pertinent to the Statement of Work

**Change 10****APPENDIX “2” – FINANCIAL PROPOSAL FORM*****DELETE:*****Firm Per Diem Rate(s) (also known as daily rate)**

The Firm Per Diem Rate(s) is based on 7.5 hours (seven hours and 30 minutes) exclusive of meal breaks with no provision for annual leave, statutory holidays and sick leave. *For work performed for a duration of more or less than one (1) day, the daily rate will be prorated accordingly to cover actual time worked.*

The Per Diem Rate(s) is ‘all inclusive’ except for travel expenses on project business outside Vancouver Region (that is pre-approved by the NRCan Project Authority), and GST/HST. Charges for expenses which are normally incurred in the provision of services, such as labour for conducting negotiations and providing estimates, resolving contract disputes, tracking time sheets, monthly invoicing, facsimile, copying/printing charges, office supplies, computer hardware and software charges, courier, long distance telephone charges, travel from a personal residence to the NRCan site in the Vancouver Region, local travel and the like, must be included in the rates and will not be permitted as additional charges to the contract.

A	B	C	D (BxC)
Category of Personnel	Firm daily rates	Level of Effort	Total estimate Costs for Professional Fees
1. Engagement Advisor	\$	260	\$
A- Estimated Total Price – Hourly Firm Rate :			\$

*** LEVEL OF EFFORT PRESENTED HEREIN IS USED FOR EVALUATION PURPOSES ONLY AND IT’S NOT A COMMITMENT BY CANADA.**

**** FOR ANY ERRORS IN THE CALCULATION, THE *PER DIEM* RATE SCHEDULE WILL BE UPHELD.**

Any estimated level of effort specified in the Pricing Details detailed above is provided for financial proposal evaluation purposes only. It is only an approximation of the requirements and is not to be considered as a contract guarantee nor as a commitment by NRCan to respect those estimated in any resulting contract.

REPLACE WITH:**APPENDIX “2” – FINANCIAL PROPOSAL FORM****Firm Price AND Limitation of Expenditure**

**1. FIRM PRICE**

Bidder tendered all-inclusive firm price to perform the work is Canadian funds, applicable taxes excluded. Any Travel and Living Expenses and other miscellaneous expenses must be included in the firm price.

DESCRIPTION	FIRM PRICE (applicable taxes excluded)
Phase 1 - Develop Engagement Strategy and Implementation Plan	\$ _____
A - Total Firm Price (taxes extra):	\$ _____

2. LIMITATION OF EXPENDITURE – SUPPLEMENTARY COST (ON DEMAND)

Firm Daily rates offered by the bidder for the additional work should be all-inclusive (in Canadian funds) prices. Applicable taxes are excluded. Any Travel and Living Expenses and other miscellaneous expenses must be included in the firm price.

A	B	C	D (BxC)
Category of Personnel	Firm Daily Rate	Level of Effort Required *	Total Costs for Professional Fees
1 .Engagement Advisor	\$ _____	60 days	\$ _____
B - Total Price – Hourly Firm Rate :			\$ _____

3. Travel and Living Expenses for only Phase 1 - Develop Engagement Strategy and Implementation Plan

The Contractor will be paid for pre-authorized reasonable and proper travel and living expenses incurred by personnel directly engaged in the performance of the work, supported by appropriate receipts and calculated in accordance with the then current National Joint Council Directive on Travel and Living Expenses, (website: <http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php>) without allowance thereon for overhead or profit. All payments are subject to government audit. **All travel must have prior authorization of the Project Authority.**

C – Estimated Total Price for Travel and Living Expenses:	\$ _____
--	-----------------

**4.
Bid Price**

A - Total Firm Price	\$ _____
-----------------------------	-----------------



B - Total Price – Daily Firm Rate	\$ _____
C – Travel and Living Expenses for Phase 1	\$ _____
A + B + C = Total Tendered Price for financial proposal evaluation (taxes extra) :	\$ _____

Clarification 11

Add to Solicitation Package

ANNEX “E” to PART 5 - BID SOLICITATION

(attached below)

Additional Information Section

IAMC-TMX now has a website that includes additional background information and context. The website address is: www.iamc-tmx.com. There is information about the co-development process that took place, and the current work of the IAMC-TMX. The links to the social media pages (Facebook, Twitter) are listed at the bottom of the website.

All other terms and conditions remain the same.



ANNEX “E” to PART 5 - BID SOLICITATION

Set-aside Aboriginal Business

1. This procurement is set aside under the federal government Procurement Strategy for Aboriginal Business, For more information on Aboriginal business requirements of the Set-aside Program for Aboriginal Business, see [Annex 9.4](#), Supply Manual.
2. The Bidder:
 - i. certifies that it meets, and will continue to meet throughout the duration of any resulting contract, the requirements described in the above-mentioned annex;
 - ii. agrees that any subcontractor it engages under any resulting contract must satisfy the requirements described in the above-mentioned annex; and
 - iii. agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in the above-mentioned annex.
3. The Bidder must check the applicable box below:
 - i. () The Bidder is an Aboriginal business that is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization.
OR
 - ii. () The Bidder is either a joint venture consisting of two or more Aboriginal businesses or a joint venture between an Aboriginal business and a non-Aboriginal business.
4. The Bidder must check the applicable box below:



- i. () The Aboriginal business has fewer than six full-time employees.
OR
 - ii. () The Aboriginal business has six or more full-time employees.
5. The Bidder must, upon request by Canada, provide all information and evidence supporting this certification. The Bidder must ensure that this evidence will be available for audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The Bidder must provide all reasonably required facilities for any audits.
 6. By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

If requested by the Contracting Authority, the Bidder must provide the following certification for each owner and employee who is Aboriginal:

1. I am _____ (*insert "an owner" and/or "a full-time employee"*) of _____ (*insert name of business*), and an Aboriginal person, as defined in Annex 9.4 of the *Supply Manual* entitled "Requirements for the Set-aside Program for Aboriginal Business".
2. I certify that the above statement is true and consent to its verification upon request by Canada.

Printed name of owner and/or employee

Signature of owner and/or employee

Date