



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 POR - Quantitative	
Solicitation No. - N° de l'invitation 24062-180203/A	Amendment No. - N° modif. 004
Client Reference No. - N° de référence du client 24062-18-0203	Date 2018-02-21
GETS Reference No. - N° de référence de SEAG PW-\$\$CY-021-74254	
File No. - N° de dossier cy021.24062-180203	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-03-02	Time Zone Fuseau horaire Eastern Standard Time EST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Amaral, Paola	Buyer Id - Id de l'acheteur cy021
Telephone No. - N° de téléphone (613) 998-8588 ()	FAX No. - N° de FAX () -
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 the amendment is to answer bidders' questions received in response to this RFP.

Questions and Answers:

Q6: *It is asked that we provide an attestation with our experience. Can you confirm that a letter stating the same information as requested in the attestation will be acceptable?*

R6: Yes, a letter providing the same information as requested in the attestation will be acceptable.

Q7: *There were a few of the criteria that we don't currently have, and I want to make sure we're not allocating resources for something that is unrealistic.*

I've highlighted in Yellow the three things that we currently don't have. If you could kindly provide feedback, that would be great.

The submitted quantitative POR projects must meet the following criteria:

- a) Final deliverables for all projects must have been completed in the last five (5) years preceding the bid closing date.***
- b) Bidder includes a brief attestation of performance for all projects signed by the client or confirmed by the client by email for each project submitted. The attestations should clearly reference the specific project and state that the work was conducted to the satisfaction of the client. A client attestation template is included as Appendix 2 to Annex C.***
- c) At least one of the submitted projects has a total of at least 2,500 respondents.***
- d) At least one of the submitted projects has Canadian federal, provincial/territorial or municipal employees as the target population.***
- e) Each of the following tasks has been carried out in at least one of the submitted projects: (Note that different tasks can be assigned to any of the submitted projects, provided that each task was carried out by the Bidder in at least one of the projects.)***
 - I. Programming English and French versions of a Web questionnaire with ability to toggle between English and French versions.***
 - II. Providing services in both official languages (e.g, client liaison, telephone help-line, mailbox)***
 - III. Programming Web questionnaire involving complex skip logic***
 - IV. Dealing with challenging IT situations and implementing mitigation strategies, (e.g. IT environment/troubleshooting of IT issues)***
 - V. Ensuring usability of Web questionnaire on mobile devices***
 - VI. Ensuring usability of Web questionnaire with adaptive technologies (e.g., screen readers)***
 - VII. Setting up and maintaining a generic email account for respondents (e.g., to answer respondent questions)***
 - VIII. Setting up and maintaining a telephone help line for respondents (e.g., to answer respondent questions)***

- IX. *Sending email invitations containing a link to the survey with an embedded unique access code***
- X. *Collecting and verifying bounce-back email invitations***
- XI. *Conducting dataset quality control***
- XII. *Calculating response rates in accordance with MRIA standards***
- XIII. *Producing weights and adjusting results for non-response***
- XIV. *Applying suppression rules to protect the confidentiality of responses***
- XV. *Producing aggregate datasets***
- XVI. *Writing a methodological report***

R7: The Bidder must meet ALL of the Mandatory Evaluation Criteria. If a Bidder fails to meet any of the Mandatory Evaluation Criteria the bid will not be evaluated any further.

Q8: ANNEX "C" TECHNICAL EVALUATION CRITERIA: R.5: Corporate Experience – Sample Projects: *Should the firm be including a general description of our corporation, our experience and our expertise in this section (Information included in Standing Offer)? Or should this section include only the sample project information included in Appendix 1 to Annex "C" – Project Submission Form?*

R8: Bidders can provide a general description of their corporation, their experience and their expertise if it is relevant to the project(s) submitted, and in order to demonstrate how their experience and expertise are relevant to the Statement of Work requirements. The project(s) submitted will, however, only be rated as per the criteria provided in R.5 a, b and c.

Q9: M.2, Appendix 1 to Annex "C" – Project Submission Form: For the 'Tasks Completed' checklist included in this form for each item that we check off should we be adding (either in the table or below the table) a detailed written explanation of how we met those items? Or is it sufficient to check them off and provide the client attestation that we did do them?

R9: Bidders can provide, if they wish, a detailed written explanation of how each item was met, in order to provide some context. However, the project(s) will be rated solely as per the information completed in the Project Submission Form (bidders must provide the information requested on the form, check off any tasks completed that apply and provide a signed Client Attestation Form has been provided for the project(s)).

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.