

Q#8 : Further to your response to question 1, we are seeking further clarity. On page 11 of 33, there is a statement “the bidder must provide a Human Resource Plan for recruiting, retention and replacement of resources”. Please confirm that it is the proponent’s own corporate Human Resources Plan to address the requirements of the proposed scope

A#8 :

Correct. The HR Plan is to address the requirements related to the proposed scope, deliverables and associated schedule

Q#9:

The RFP states that all mandatory technical evaluation criteria must be met “for the resource” and that the minimum points for the rated technical evaluation must be obtained “for the resource” (see page 15). This suggests that each resource will be rated against the mandatory and rated criteria. We would suggest that the team proposed as a whole be rated against the mandatory and rated requirement, otherwise DFADT runs the risk of a failed procurement as there are few resources who would be able to meet all of the mandatory and rated requirements on their own.

A #9:

Mandatory Evaluation Criteria

M1-. The bidder must demonstrate they meet the criteria of the of the categories in the flexible grid for the proposed resources, provided in the link below.:

<http://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/spctscscc-tpspscc-eng.html>. – All categories

M2- The bidder must demonstrate through projects descriptions that the bidder has experience providing resources who have delivered change management, project management, and corporate real estate/real property support services. – All categories

The bidder must provide a Human Resource Plan for recruiting, retention and replacement of resources. – Bidder

The Human Resources Plan must demonstrate that the bidder has the capacity and flexibility to provide the necessary services to ensure that the change management includes the development and training of employees on the Bureaus Management System aligns with the real property functions and competencies. – Bidder

This must be demonstrated by describing the following: – Bidder

- Recruitment of resources
- Arrangements for back up for each of the resources,
- Resourcing methods to recruit additional resources to provide surge capacity,
- Approach to monitoring utilization of resources,
- Strategy for re-allocation of resources if necessary,
- Method for ramping up additional resources to support the provision of seamless advisory services

The bidder must submit the proposed resources’ current résumés. The bidder must include, as a minimum, for each résumé: – All resources

- Name and category of proposed resource (senior, intermediate, junior)
- Education
- Professional Accreditations (current status)
- Security information (level of security, CISC file number and expiry date)

A statement certifying that the proposed resource is bilingual (English/French) as point 5.3 of this RFP.

M3- The bidder must demonstrate that any combination of the proposed resources have conducted two projects that have included compliance review or audit of internal business processes (in any field not real property exclusively) - All resources

M4 – The bidder must demonstrate that it has the capacity and flexibility to provide the necessary services and resources throughout the duration of the project. This must be demonstrated by providing the number of employees or associates that would meet the mandatory criteria and by providing the CV of one back-up resource for each of the resources identified in the proposal. – Bidder

Point-Rated Technical Criteria

R1 – By All resources

R2 – By Stream, Category

R3 – By Stream

R4 – By Every senior consultant

R5 – By Category

R6 – Bidder

Please change page 15 of the RFP (find new rfp attached) with this

The combined rating of technical merit and price for a team will be determined by adding together the points for pricing and for technical merit for the team.

The responsive bid for a team with the highest combined rating of technical merit and price will be recommended for award of a contract for the applicable team.

Q#10: Can the Crown please provide a list of the scope of the business processes under this RFP? Additionally can you please identify which ones have been completed and the date that these were completed?

A#10: The business processes under this RFP include: Level 1 process context map, Level 2 integrated business process models and Level 3 scenario-based process workflows related to being a real property custodian for an international portfolio in accordance to Treasury Board policies outlined in Annex

A: Statement of Work.

The following integrated business process models were completed in fiscal year 2015-2016:

- Policy
- Planning
- Decision Support/Governance
- Architecture, Engineering and Interior Design Services
- Portfolio Management
- Asset, Property and Facilities Management

The following scenario-based process workflows were completed in fiscal year 2015-2016:

- Real Property Demand and Supply
- Major (Capital) Project Delivery
- Real Estate Services

Q#11 Can the Crown please confirm that M3 requires the Bidder to provide two project profiles demonstrating that any combination (2 or more of the proposed team members) have worked together to complete projects that have included compliance review or audit of internal business processes (in any field not real property exclusively)?

A#11: Confirmed

Q#12: Can you please provide Bidders with soft copies of the documents referenced in Section 5, page 26 of the RFP?

NOTE: the following documentation will be made available on-site to bidders;

- Then it lists out a bulleted list of 10 documents

A#12: The material is too big to send by email. We have the documents on CD-rom. Please let us know if you want the document. The CDs can be private couriered with very quick turnaround times

Q#13: Page 12 of the RFP lists out the details required for project descriptions (b-g).

- Was a) omitted on purpose?
- Would the Crown please consider adjusting c) to read "Details outlining the objectives/scope of work"
- Given that some project descriptions relate to resources and some project descriptions relate to the bidder, Can you please confirm that g) should read "Contribution of the proposed resource and/or bidder to the project"?

In summary:

Project description

a) omitted

b) Project time frame in date & total months (ex: Jan 2005 to Jan 2006 = 12 months)

c) Details outlining the objectives/scope of work

d) Name and description of client organization

e) Name and phone number of client reference

f) Scope and size in dollar value

g) Contribution of the proposed resource and/or bidder to the project

A#13:

Response: 4.1.1.2 Point-rated Technical Criteria has been amended because the list of inadvertently started with "b)" rather than "a)". It now reads:

Details should be provided regarding the qualifications, relevant experience and expertise of the proposed personnel and detailed as below:

Project description

a) Project time frame in date & total months (ex: Jan 2005 to Jan 2006 = 12 months)

b) Signed contract that identifies the objective/scope of work that identifies;

c) Name and description of client organization

d) Name and phone number of client reference

e) Scope and size in dollar value

f) Contribution of the proposed resource and/or bidder to the project

Q#14:

a) Can you please confirm the intent of the request for us to provide copies of contracts for each referenced project description?

b) Given that contracts include sensitive and proprietary information and can range in length from 5 pages to 200+ pages, we request that Item b), requesting project descriptions include a signed contract that identifies the objective/scope of work that identifies be adjusted to read "b) Details outlining the objectives/scope of work"

A#14:

a) The intent is to 4.1.1.2 requesting copies of signed contracts relates to show that there was a requirement for deliverables at key milestones. Then doing a reference check with the client organization can verify that the deliverables were received and that the desired result was achieved.

b) Signed contract that identifies the objective/scope of work that identifies