

REQUEST FOR PROPOSAL / DEMANDE DE PROPOSITION

Title – Sujet Long Service Awards and Award of Excellence Trophies	
Solicitation No. – No de l'invitation 1000339428	Date 2018-06-06
Solicitation closes – L'invitation prend fin On – le: 2018-07-16 At – À: 2:00 P.M. Time zone – Fuseau horaire: EDT/HAE Eastern Daylight Time/ Heure Avancée de l'Est	
Contracting Authority – Autorité contractante Katherine Hutton Address E-mail address See herein / Voir dans ce document	
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Destination - Destination See herein / Voir dans ce document	
THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT. LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE EN MATIÈRE DE SÉCURITÉ.	

Return Bids to: - Retourner les soumissions à :

**Canada Revenue Agency
Agence du revenu du Canada**

See herein / Voir dans ce document

Proposal to: Canada Revenue Agency

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

Proposition à: l'Agence du revenu du Canada

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Bidder's Name and Address -
Raison sociale et adresse du Fournisseur/de
l'entrepreneur**

Telephone No. – No de téléphone

(____) _____

Fax No. – No de télécopieur

(____) _____

This document consists of:

- A. Questions & Answers
 - B. Amendment to the Request for Proposal (RFP)
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A. Questions & Answers

- Q1. It is still unclear how CRA wishes to receive their Gift Selection Item in its final format, and as a result, what the proposal can therefore itemize.**

For example, in Table Appendix 1-A, CRA has listed an individual item (i.e. “Category 3: Watch for women”). Under normal circumstances, a watch would include for example, appropriate gift packaging, certificate of authenticity, and warranty materials in addition to the Gift Selection Item itself. In “Category 5, Jewelry”, the items listed as examples in the RFP are “necklace, chain, earrings, bracelets, cuff links, etc...”. However, in the industry, jewelry can also come in a bundle and offered as a set (i.e. earrings and a necklace; or chain and cufflinks). In Category 7, *Active Lifestyle*, includes items such as “Sporting equipment, sport bag, fitness tracker, luggage travel set, etc.”, but most of these items arrive in plain brown or corrugated boxes and are usually never gift wrapped in advance. These are only a few examples which are meant to be illustrative and not exhaustive where the manner in which the recipient is to receive the item is unclear and where gift packaging and bundling would be appropriate.

- 1) Based on the above, can a bidder provide bundled items in each Category, provided that the MSRP for each item is listed in the appropriate Category?
- 2) Are all Gift Selection Items to be delivered to the recipient gift wrapped?
 - i. If not all items require gift wrapping, can CRA advise which items it expects to be gift wrapped by the contractor?
 - ii. For items that must be gift wrapped, can bidders list gift packaging and other documentation in their response to Table Appendix 1-A as part of each Category provided that the applicable MSRP on an itemized basis is also included in the appropriate Category?
 - iii. If other documentation is required as part of each Category, can bidders list this documentation in their response to Table Appendix 1-A as part of each Category provided that the applicable MSRP on an itemized basis is also included in the appropriate Category?

- A1. 1) Bundling items, such as a set of jewelry for Category 5: Jewelry for example, would be acceptable provided that the products fit logically within that category and that any product specifications specified in the Statement of Work are met. This would also apply to any other comprehensive categories such as Active Lifestyle, or Home and Kitchen, for example.

Regarding the example with the watches, CRA would expect to receive whatever packaging and materials that would normally come with watches such as the certificate of authenticity and warranty. This will not be measured or evaluated unless it is part of the point rated criteria R1, such as the warranty.

- 2) CRA does not require gift wrapping for any gift selection items. The expectation is that each product will be delivered in standard packaging for that particular item.
- i) Not Applicable. Refer to answer 2 above
- ii) Not Applicable. Refer to answer 2 above
- iii) All documentation that pertains to the Appendix 2: Point Rated Criteria, located on pages 26-27 of the RFP, should be referenced in Table Appendix 1-A as to where this information can be located within the Bidder's proposal.

Q2. Can you please clarify the following information provided on Page 13 of 88, "Step 4 – Basis of Selection, Stream 1 – Long Service Awards, Basis of Selection – Highest Combined Rating of Technical Merit and Pricing Score."

Specifically Point 3 reads as follows;

"3. To establish the Pricing score, the Bidder's Bid Evaluation Score (as outlined in Appendix 3 – Financial Proposal) will be divided by the total points available (2800 points) and multiplied by the ratio of 70%."

Then in Appendix 3: Financial Proposal on page 29 of 88, it following is stated;

Scoring Breakdown

i) Gift Selection Items:

"The Price Score Points for Gift Selection Items (Table 1 through 8) indicates the Total Points – 4200", and that; "The Total Price Score for Gift Selection Items will be derived by summing the Bidder's Price Score for Tables 1 through 8."

This is followed by ii) Certificate Frames and Retirement Award which specifies that the "Price Score Points for Certificates and Frame Items that the Total Points Available is 2800." and that; "The Total Price Score for Certificate Frames and the Retirement Award will be derived by summing the Bidder's Price Score for each item in Table 9."

Our question is, if the Bid Evaluation Score is the sum of both the Gift Selections and Certificate Frames and Retirement Award, should not the Total Points available be 4200 + 2800 for a total of 7000 points?

A2. Yes, the total Bid Evaluation Score listed under the Step 4 -Basis of Selection, Stream 1 – Long Service Awards should have combined the score for the gift selection items and Certificate and Retirement Award Frames for a total of 7,000 points. Please refer below to review Amendment #3 to the RFP.

B. Amendment to the Request for Proposal (RFP)

Amend #3: Under section **4.2 Steps in the Evaluation Process**, sub-section **Step 4- Basis of Selection**, Stream 1 – Long Service Awards, **Basis of Selection – Highest Combined Rating of Technical Merit and Pricing Score**, located on page 13 of 88:

DELETE the following:

3. To establish the Pricing score, the Bidder's Bid Evaluation Score (as outlined in Appendix 3 – Financial Proposal) will be divided by the total points available (2800 points) and multiplied by the ratio of 70%.

INSERT the following:

3. To establish the Pricing score, the Bidder's Bid Evaluation Score (as outlined in Appendix 3 – Financial Proposal) will be divided by the total points available (**7,000 points**) and multiplied by the ratio of 70%.

ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME