



Procurement Hub – Ottawa Office,
Station 9E246, 9th Floor,
200 Kent Street,
Ottawa, Ontario K1A 0E6

ADDENDUM NO.14

Subject: Request for Standing Offer No. **FP802-180053**
Canadian Hydrographic Service Production and Maintenance of Nautical Charts

Dear Sir/Madam:

Further to the above-mentioned Request for Standing Offer (s), this Addendum (#14) is to advise potential bidders of a revision to Attachment 1 to Part 3 Pricing Schedule for this proposal call and that the Request for Standing Offer has been revised as follows:.

Delete: **In the RFSO document, Attachment 1 to Part 3 Pricing Schedule
revision date August 24, 2018**

Insert: **In the RFSO document, Attachment 1 to Part 3 Pricing Schedule
revision date September 06, 2018**

All other terms and conditions remain unchanged.

Tenderers are to acknowledge this Addendum by signing in the space provided below and enclosing a copy of this document with their tender submission.

Yours truly,

(Original signed by)

Larry Hotte
Senior Contracting Officer,
Financial & Materials Management Operations

RECEIPT ACKNOWLEDGED

Name of Company

Signature _____





(revised September 06, 2018)

BIDDERS TO NOTE:

The purpose of this RFSO is to qualify a number of SO holders for the various streams, categories and levels. This will enable DFO to quickly access required resources for work assignments by competing these assignments amongst SO holders who have qualified in the required stream, category and level. A financial evaluation is not performed to qualify SO holders (**see reference A below**). The financial evaluation will be performed when specific work assignments are identified by DFO and competed amongst the SO holders who qualified for the specific categories/levels identified at that time (**see reference B below**). No financial evaluation will be performed to determine which bidders will be awarded a Standing Offer Agreement.

A. As outlined in Part 4 – Evaluation Procedures and Basis of Selection, Section 4.2 Basis of Selection:

1. To be declared responsive, an offer must:
 - a. comply with all the requirements of the Request for Standing Offers (RFSO);
 - b. meet all mandatory technical evaluation criteria;
 - c. obtain the required minimum of points for each of the point rated technical evaluation criteria.
2. Offers not meeting (a) or (b) or (c) above will be declared non-responsive for that stream/category/level. All responsive offers for each stream/category/level of resource will be recommended for issuance of a standing offer.

B. As outlined in Part 7 – Standing Offer and Resulting Contract Clauses, Section 7.8 Call-up Procedures, sub-section 7.8.1 General information:

Work assignments will be awarded on a competitive basis amongst the S.O. holders that have qualified in the Stream/Category/Level based on the required skill sets, experience levels and availability of SO holder resource(s) identified by the DFO/CHS Project Authorities.

ATTACHMENT 1 TO PART 3

PRICING SCHEDULE

The Bidder should complete this pricing schedule and include it in its financial bid. As a minimum, the Bidder must respond to this pricing schedule by inserting in its financial bid. The standing offer period specified below must include its quoted all-inclusive ceiling per-diem rate for each of the resource categories identified for which it wishes to be considered.

The rates specified below, where quoted by the Bidder, include the total estimated cost of all travel and living expenses that may need to be incurred for:



- a. Work described in Part 6, Resulting Contract Clauses, of this bid solicitation required to be performed within 80 kms. of the Contractor’s usual place of business;
- b. the relocation of resources to satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.

Any inclusion of volumetric data in this document does not represent a commitment by Canada that Canada’s future usage of the services described in the bid solicitation will be consistent with this data.

The Bidder must complete the name of the proposed resource for each Category Level and the all-inclusive ceiling per-diem price for Year 1 to Year 5. If the Bidder leaves any price blank, Canada will treat the price as “\$0.00” and may request that the Bidder confirm that the price is, in fact, \$0.00. No Bidder will be permitted to add or change a price as part of this confirmation. Any Bidder who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.

Bidders are to add to the Pricing Schedule as deemed necessary to reflect the number of resources being proposed.

Stream 1 Georeferencing & Data Capture			Year 1	Year 2	Year 3	Year 4	Year 5
Section A – Data Processing & Georeferencing							
Item	Category	Name of Resource	All-Inclusive Ceiling Per-Diem Rate	All-Inclusive Ceiling Per-Diem Rate	All-Inclusive Ceiling Per-Diem Rate	All-Inclusive Ceiling Per-Diem Rate	All-Inclusive Ceiling Per-Diem Rate
1.	Senior Consultant						
2.	Intermediate Consultant						
3.	Junior Consultant						



Stream 2 Hydrographic Chart Production			Year 1	Year 2	Year 3	Year 4	Year 5
Section A - Production Services							
Item	Category	Name of Resource	All-Inclusive Ceiling Per-Diem Rate	All-Inclusive Ceiling Per-Diem Rate	All-Inclusive Ceiling Per-Diem Rate	All-Inclusive Ceiling Per-Diem Rate	All-Inclusive Ceiling Per-Diem Rate
1.	Senior Consultant						
2.	Intermediate Consultant						
3.	Junior Consultant						

Stream 2 Hydrographic Chart Production			Year 1	Year 2	Year 3	Year 4	Year 5
Section B Consulting and Standard Analysis Services							
Item	Category	Name of Resource	All-Inclusive Ceiling Per-Diem Rate	All-Inclusive Ceiling Per-Diem Rate	All-Inclusive Ceiling Per-Diem Rate	All-Inclusive Ceiling Per-Diem Rate	All-Inclusive Ceiling Per-Diem Rate
1.	Senior Consultant						
2.	Intermediate Consultant						
3.	Junior Consultant						



Stream 3 Hydrographic/Bathymetric Data Processing Section A Consulting Services			Year 1	Year 2	Year 3	Year 4	Year 5
Item	Category	Name of Resource	All-Inclusive Ceiling Per-Diem Rate	All-Inclusive Ceiling Per-Diem Rate	All-Inclusive Ceiling Per-Diem Rate	All-Inclusive Ceiling Per-Diem Rate	All-Inclusive Ceiling Per-Diem Rate
1.	Senior Consultant						
2.	Intermediate Consultant						
3.	Junior Consultant						

Stream 3 Hydrographic/Bathymetric Data Processing Section B – Production Services			Year 1	Year 2	Year 3	Year 4	Year 5
Item	Category	Name of Resource	All-Inclusive Ceiling Per-Diem	All-Inclusive Ceiling Per-Diem	All-Inclusive Ceiling Per-Diem	All-Inclusive Ceiling Per-Diem	All-Inclusive Ceiling Per-Diem



			Rate	Rate	Rate	Rate	Rate
1.	Senior Consultant						
2.	Intermediate Consultant						
3.	Junior Consultant						

* **Ceiling Rates** are inclusive of overhead, profit and equipment required to perform the work.

1.0 Definition of a Day/Proration

A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day will be prorated to reflect actual time worked in accordance with the following formula:

$$(\text{Hours worked} \times \text{applicable firm per diem rate}) \div 7.5 \text{ hours}$$

- i. All proposed personnel must be available to work outside normal office hours during the duration of the Contract.
- ii. No overtime charges will be authorized under the Contract. All time worked will be compensated according to paragraph above.

2.0 Travel and Living Expenses

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the *National Joint Council Travel Directive* and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the DFO Project Authority.

Travel and living expenses will not be authorized if the work location is within 80kms from the Offeror's usual place of business.

All payments are subject to government audit.

Travel requirements will be identified on each individual Call-Up



3.0 Good and Services Tax (GST) / Harmonized Sales Tax (HST)

All prices and amounts of money in the Contract are exclusive of Goods and Services Tax (GST) or Harmonized Sales Tax (HST), as applicable, unless otherwise indicated. The GST or HST, whichever is applicable, is extra to the price and will be paid by Canada.

GST or HST, to the extent applicable, will be incorporated into all invoices and progress claims and shown as a separate item on invoices and progress claims. All items that are zero-rated, exempt or to which the GST or HST does not apply, are to be identified as such on all invoices. The Contractor agrees to remit to Canada Revenue Agency any amounts of GST and HST paid or due.