



RETURN BIDS TO :

**RETOURNER LES
SOUMISSIONS À:**

Bid Receiving
Shared Services Canada | Services
partagés Canada
180 Kent Street
Ottawa, Ontario
K1G 4A8
13th Floor

**AMENDMENT REQUEST FOR
PROPOSAL**

**MODIFICATION DE LA DEMANDE
DE PROPOSITION**

Proposal To: Shared Services Canada

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 thereof.

Proposition aux: Services partagés Canada

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

Comments - Commentaires

This document contains a Security Requirement

Vendor/Firm Name and address
Raison sociale et adresse du fournisseur/de l'entrepreneur

Issuing Office – Bureau de distribution

Shared Services Canada – SA Authority
Procurement Operations
180 Kent Street
Ottawa, Ontario
K1G 4A8

Title – Sujet Psychometric Testing Tool	
Solicitation No. – N° de l'invitation R000032521	Date November 5,2018
Amendment number-N° de la modification 4	
Buy & Sell Reference No. – N° de reference de SEAG R0000032521	
File No. – N° de dossier R0000032521	
Solicitation Closes – L'invitation prend fin at – à 2 :00 PM on – le 16 Novembre, 2018	Time Zone Fuseau horaire EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Inquiries to : - Adresser toutes questions à: Julie Dessureault	Buyer Id – Id de l'acheteur
Telephone No. – N° de téléphone : 613-608-3114	FAX No. – N° de FAX 613-948-0990
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction : See Herein	

Instructions: Voir aux présentes

Delivery required - Livraison exigée See Herein	Delivered Offered – Livraison proposée
Vendor/firm Name and address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Facsimile No. – N° de télécopieur Telephone No. – N° de téléphone	
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 #04 is raised to:

- 1) Respond to questions 5-13
- 2) Amend Annex A-Statement of Work (See Amendment 3 below)

QUESTION #	QUESTION	ANSWER
1	<p>We are hoping you can assist with this. There are links to several documents within the RFP that do not work.</p> <p>We are particularly interested in seeing the legal terms and conditions that we would be required to agree to accept if we're awarded this business. Can you please try to get copies of all of the terms to which links are included?</p> <p>Can you please send the linked documents to me?</p> <p>The following links do not work:</p> <p>2.1 Standard Instructions, Clauses and Conditions All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the <i>Standard Acquisition Clauses and Conditions Manual</i> (http://sacc.pwgsc.gc.ca/sacc/index-e.jsp) issued by Public Works and Government Services Canada.</p> <p>(c) Canada's Policy on Green Procurement: The policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process See the Policy on Green Procurement (http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html). To assist Canada in reaching its objectives, bidders are encouraged to:</p> <p>3. STANDARD CLAUSES AND CONDITIONS All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada.</p>	<p>Please see AMENDMENT below.</p> <p>The correct links are the following:</p> <p><u>Standard Acquisition Clauses and Manual</u> https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual</p> <p><u>Green Procurement</u> https://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/index-eng.html</p>



2	<p>We would like to request information from Shared Services Canada's solicitation # R000032521 - Psychometric Assessment Tool:</p> <ol style="list-style-type: none"> 1. Part 3 (c) refers to the print specifications and the type of paper accepted for submission, while Part 2 (b) refers to an electronic submission. Can we choose between a paper submission (at the address on Kent Street) and an electronic submission (at the email address julie.dessureault@canada.ca)? 2. Annex A, 3.3 refers to the production of reports in Word format for each person. Is the PDF format accepted? 	<p>In response to question 1, please see AMENDMENTS below.</p> <p>In response to question 2: Yes, PDF format will also be accepted.</p>
3	Do you have a compact version of the requirements for this tender?	No
4	We are preparing our response for the subject RFP and noticed that while the Table of Contents shows Annex A through Annex E, the RFP document has only Annex A thru Annex D. In the document, Annex C is the Insurance Requirements but the Table of Contents shows that Annex C should be the SRCL. Would you be able to send us the SRCL or is there a link to it?	There is no SRCL-Security Requirements associated with this RFP.
5	<p>Reference 4.1.2 Mandatory Technical Criteria</p> <p>We would like to provide the CVs of three (3) resource people in order to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ensure additional support in the event of a mandatory absence, illness, vacation <input type="checkbox"/> Ensure that SSC is wholly satisfied throughout the contract and that a competent resource is available at all times <input type="checkbox"/> Allow for greater flexibility as regards competent resources working in close collaboration with SSC 	Only 2 proposed resources will be evaluated as part of the Mandatory Technical Criteria but we will be open to subsequently working with other resources if necessary. These new resources will also be evaluated before they can take action.



	<p>based on needs and contexts</p> <p>We can only submit two (2) CVs in order to earn points, but we would like to know if you are open to working with various resources for the reasons listed above.</p>	
6	<p>ANNEX A: 3.3. Final Reports</p> <p>You ask for a report in Word format within 24 hours. Our report is in PDF format. Will you accept this version?</p> <p>If not, will the cost of converting documents be covered by SSC?</p>	<p>We accept reports in PDF format.</p>
7	<p>ANNEX A: 3.7 Training Services:</p> <p>You talk about training for facilitators over a period of approximately three days. You refer to certification. Could you specify your expectations with regard to the training? One or more sessions? For how many people?</p>	<p>The number of sessions as well as the number of people per session is merely an estimate. The approximate number of sessions is two or three and, while we assume that we will not have more than 5 or 6 people who need training each time, there could be more. The facilitators need to be certified in order to give our training based in part on the psychometric tool and to be able to conduct personal debriefing sessions with those who have taken the test.</p>
8	<p>You also mention in Department's Requirement, point 1, that SSC will also sometimes require training services to accredit its facilitators. Is that correct?</p>	<p>Yes, under section 3.7 training services, SSC will add the accreditation of facilitators to the statement of merit criteria.</p>
9	<p>ANNEX A: 1 Department's Requirement and 3.8 Help Desk Services:</p> <p>You ask for support services and consultation services to facilitate the use and interpretation of reports. You ask for help desk services for employees and to help SSC facilitators. There will be follow-up questions on how to apply the training and on the facilitation of other sessions. The services are offered by phone and email. Do you expect all these services to be included in the purchase of the testing tool?</p>	<p>A) the questions and support related to the creation and design of the training for facilitators will be included in the cost under Annex B – training course for Shared Services Canada (ssc) facilitators.</p> <p>B) the cost of help desk services for employees and facilitators during the contract will be covered under Annex B– Psychometric Tool (per test).</p>
10	<p>Section II: Financial Bid</p> <p>You indicate that the financial bid should include all the costs related to the needs described in the application.</p> <p>At this point, it is difficult for us to understand the scope of all your needs, follow-up, assistance, etc. Accordingly, we</p>	<p>1) Support services included with each test are clearly indicated in the statement of merit criteria, under 3.8 help desk services.</p> <p>2) The details of training services are clearly indicated in the statement of merit criteria, under 3.7 training</p>



	<p>suggest the following in order to avoid confusion with regard to your needs: For all financial aspects, we suggest the following wording: Annex B – BASIS OF PAYMENT</p> <ol style="list-style-type: none"> 1. Price per profile / The services included will be detailed in another document. 2. Price for certification (training) – number of people / The training syllabus and learning will be detailed in another document. 3. *Hourly rate of resources, for all other needs. 	<p>services.</p> <ol style="list-style-type: none"> 3) Everything is included in the above points. There will be no additional cost. Consult the Statement of Work.
11	<p>ANNEX B – BASIS OF PAYMENT</p> <ol style="list-style-type: none"> 1) What do you mean by 2-3 session(s)? 2) Do you mention certification? 3) If so, for how many people? 	<ol style="list-style-type: none"> 1) This is an estimate for facilitator training. 2) Yes, for “training course for Shared Services Canada (SSC) facilitators (per session)” under Annex B. 3) For “training course for Shared Services Canada (SSC) facilitators (per session)” there will be 5 or 6 people to train at a time, but there could be more.
12	<p>ANNEX D: TASK AUTHORIZATION FORM</p> <p>We would like to confirm that Annex D was provided by way of a guideline, as a way of authorizing the tasks being performed, and that we do not need to complete anything as part of this bid.</p>	<p>Yes, that’s correct.</p>
13	<p>In the body of the RFP, it mentions paper size and format etc. But I couldn’t find a delivery address. So, confirming this is an electronic delivery?</p>	<p>Yes, bids/proposals can be submitted electronically to:</p> <p>Julie.Dessureault@canada.ca</p>



AMENDMENT

1) At PART 2 - BIDDER INSTRUCTIONS, 2.1:

DELETE:

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<http://sacc.pwgsc.gc.ca/sacc/index-e.jsp>) issued by Public Works and Government Services Canada.

INSERT:

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

2) At PART 3 - BID PREPARATION INSTRUCTIONS, 3.1:

DELETE:

3.1 Bid Preparation Instructions

(a) Copies of Bid: Canada requests that bidders provide their bid in separately bound sections as follows:

- i. Section I: Technical Bid
- ii. Section II: Financial Bid
- iii. Section III: Certifications not included in the Technical Bid

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

(b) Format for Bid: Canada requests that bidders follow the format instructions described below in the preparation of their bid :

- i. use 8.5 x 11 inch (216 mm x 279 mm) paper;
- ii. use a numbering system that corresponds to the bid solicitation;
- iii. include a title page at the front of each volume of the bid that includes the title, date, bid solicitation number, bidder's name and address and contact information of its representative; and
- iv. Include a table of contents.

(c) Canada's Policy on Green Procurement: The policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process. See the [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders are encouraged to:



- i. use paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- ii. use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

INSERT:

3.1 BID PREPARATION INSTRUCTIONS

- a. **Copies of Bid:** Canada requests that bidders provide their bid electronically as follows :

Email: Julie.Dessureault@canada.ca

- i. Section I: Technical Bid (1 electronic copy);
- ii. Section II: Financial Bid (1 electronic copy);
- iii. Section III: Certifications not included in the Technical Bid (1 electronic copy)

Only if there is a technical issue with e-mailing electronic copies of the response the following applies:

Canada requests that bidders provide their bid in separately bound sections as follows:

Soft copies separated as above on CD/DVD Drive in MS Office Word Compatible Format.

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

- b. **Format for Bid:** Canada requests that bidders follow the format instructions described below in the preparation of their bid :

- v. use a numbering system that corresponds to the bid solicitation;
- vi. include a title page at the front of each volume of the bid that includes the title, date, bid solicitation number, bidder's name and address and contact information of its representative; and
- vii. Include a table of contents.
- viii. Soft copies will be accepted in any of the following electronic formats:
 - Portable Document Format .pdf
 - Microsoft Word 97/2000 (.doc)
 - Microsoft Excel 97/2000 (.xls)

c. Canada's Policy on Green Procurement: The policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process See the [Policy on Green Procurement](https://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/index-eng.html) (<https://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/index-eng.html>)

To assist Canada in reaching its objectives, bidders are encouraged to:

- iii. use paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and



- iv. use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

3) At Annex A-Statement of Work, 3.7:

DELETE: In its entirety

INSERT:

Training Services: As and when requested by SSC, the vendor must provide training to SSC facilitators in the use of the testing tool. The training will take place in the National Capital Region (SSC or vendor's location) over approximately 3 days, as required by SSC. The training must cover the following topics:

- a) Knowledge transfer pertaining to the tool itself and its components
- b) How to provide interpretation services to internal clients
- c) How to facilitate information sessions in regards to the tool

Note: Each SSC Facilitator will be accredited and certified by the vendor.