



**RETURN BIDS TO : - RETOURNER LES SOUMISSION 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 and/or attached hereto, the goods and/or services 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, en conformité avec les conditions énoncées dans la présente incluses par référence dans la présente et/ou incluses par référence aux annexes jointes à la présente et ci-jointes, les biens et/ou services énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Bidder's Legal Name and Address - (ensure the Bidder's complete legal name is properly set out)**  
**Raison sociale et adresse du Soumissionnaire - (s'assurer que le nom légal au complet du soumissionnaire est correctement indiqué)**

\_\_\_\_\_  
\_\_\_\_\_

***Bidder is required to identify below the name and title of the individual authorized to sign on behalf of the Bidder – Soumissionnaire doit identifier ci-bas le nom et le titre de la personne autorisée à signer au nom du soumissionnaire***

\_\_\_\_\_  
**Name /Nom**

\_\_\_\_\_  
**Title/Titre**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date (yyyy-mm-dd)/(aaaa-mm-jj)**

(\_\_\_\_) \_\_\_\_\_  
**Telephone No. – No de téléphone**

(\_\_\_\_) \_\_\_\_\_  
**Fax No. – No de télécopieur**

\_\_\_\_\_  
**E-mail address – Adresse de courriel**

**AMENDMENT TO REQUEST FOR PROPOSAL / MODIFICATION DE DEMANDE DE PROPOSITION**

<b>Title – Sujet</b> <b><i>Standardized Internet Tests for Staffing and Development</i></b>	
<b>Solicitation No. – No de l'invitation</b>  <b>1000331261</b>	<b>Date</b>  November 15, 2018
<b>Amendment No. - N° modif.</b>  <b>003</b>	
<b>Solicitation closes – L'invitation prend fin</b>  <b>on – le 2018-12-03</b> <b>at – à 2:00 P.M. / 14 h</b>	<b>Time zone – Fuseau horaire</b>  EDT/HAE Eastern Daylight Time/ Heure Avancée de l'Est
<b>Contracting Authority – Autorité contractante</b>  Name – Nom Steve Gilroy  Address – Adresse - See original document/ voir document original  E-mail address – Adresse de courriel – <a href="mailto:steve.gilroy@cra-arc.qc.ca">steve.gilroy@cra-arc.qc.ca</a>	
<b>Telephone No. – No de téléphone</b> (613) 218-3991	
<b>Fax No. – No de télécopieur</b> (613) 948-2459	
<b>Destination - Destination</b>  See herein / Voir dans ce document	
<b>THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT.</b>  <b>LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE EN MATIÈRE DE SÉCURITÉ.</b>	



## SOLICITATION AMENDMENT # 003

This solicitation amendment is raised to:

1. Address the following questions submitted during the solicitation period as per RFP.

### 1. QUESTIONS AND ANSWERS

#### Question 1:

**Q1:** Training – will the CRA accept recorded/scripted training in French, live training in English? Both training events will be archived for future playback, will this be acceptable to the Agency?

**A1:** Yes, live training in English and pre-recorded training available in French and English would be acceptable to the CRA.

#### Question 2:

**Q2:** Support – How many candidates annually does CRA currently test, and what percentage of these candidates require additional support with your current testing experience?

**A2:** CRA does not currently use unsupervised internet tests, therefore these data are not available. For reference purposes, please consult the following table on test usage estimates.

Test usage estimates CRA employs an average of 33 000 employees permanent and 10 000 non-permanent. More than 95% of the work force work full time hours.

The numbers provided below are estimates and may vary greatly as the CRA as no previous experience or record on test usage. These estimates are for information purposes only and must not be construed as any form of contract guarantee.

Stream	Estimated test usage per year
Stream 1 - Internet tests for staffing of entry level positions	75 000+
Stream 2 - Internet tests for management development	5 000+
Stream 3 - Internet tests for management readiness	2 000+
Stream 4 - Internet tests for staffing of management position	1 000+
Stream 5 – Computer Aptitude Test (CAT) for professional positions as Electronic Commerce Audit Specialist	250



**Question 3:**

**Q3:** We provide support via email and phone, but can only offer support for French via email at this time. Is this support acceptable to the Agency?

**A3:** No, as per government legislative requirements, the same level of support would have to be provided in French and English for test takers.

**Question 4:**

**Q4:** Professional Services – Does CRA require any assistance with job analysis, item creation, local validity, or business impact/outcome study creation?

**A4:** No, these services are not part of the current RFP.

**Question 5:**

**Q5:** How soon after contract awarding does the Contractor need to complete the PoSC?

**A5:** The PoSC test must commence within five (5) business days of the written notification and must be successfully finalized twenty (20) business days thereafter. The testing period may be extended at the CRA's sole discretion. Details are found on Page 80 of the RFP.

**Question 6:**

**Q6:** For each reference proposed, should the client have completed 250 of a specific test per year for each of the last 3 years, for 2 organizations of which at least one has 3000 employees? If we propose 10 tests, must each of the proposed tests meet this criterion?

**R6:** No. For each stream, the vendor must demonstrate that they have experience in this test category and not for a single test. Only 2 references are required for each category and the service rendered to the client organization may include one test, or a combination of test from this category.

**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED**