Canada Revenue Agency | Agence du revenu du Canada

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)

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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

Title – Sujet ***Standardized Internet Tests for Staffing and Development***	
Solicitation No. – No de l'invitation ***1000331261/A***	**Date** February 11, 2019
Amendment No. - N° modif. **001**	
Solicitation closes – L'invitation prend fin **on – le 2019-02-22** **at – à 2:00 P.M. / 14 h**	**Time zone – Fuseau horaire** EDT/HAE Eastern Daylight Time/ Heure Avancée de l'Est
Contracting Authority – Autorité contractante Name – Nom Steve Gilroy Address – Adresse - See original document/ voir document original E-mail address – Adresse de courriel – steve.gilroy@cra-arc.gc.ca	
Telephone No. – No de téléphone (613) 218-3991	
Fax No. – No de télécopieur (613) 948-2459	
Destination - Destination See herein / Voir dans ce document	

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT.

LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE EN MATIÈRE DE SÉCURITÉ.

SOLICITATION AMENDMENT # 001

This solicitation amendment is raised to:

1. **Address the following questions submitted during the solicitation period as per RFP and;**
2. **Make a correction to Evaluation Criteria Stream 1 – M2**

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1. QUESTIONS AND ANSWERS

<u>Question 1:</u>

Q1: 1) On Page 1 of the Solicitation, we need to complete the left side of the page. Should this page be in each proposal we submit and if not, where should this page go?

A1: This form needs to only be filled out once and submitted with your proposal.

<u>Question 2:</u>

Q2 a): On page 21 of the Solicitation, we see that if we bid on more than one stream, we must submit a proposal for each stream separately: If one bids on all 4 streams, there would be 4, separately bound, hard copies of Section I: Technical Bid (one for each stream), correct?

A2 a): If bidding on multiple streams the bidder can submit the bid in one bound copy.

Q2 b): For each separately bound Technical Bid (one per stream) that we would have, would we also need a separately bound Section II: Financial Bid for each stream? Or could we provide you with one hard copy of Section II: Financial Bid which would contain all the tables (pages 44 through 47) for each stream we are bidding on?

A2 b): Only one hard copy of Section II: Financial Bid is required if bidding on multiple streams.

Q2 c): For Section III: Certifications, since the Certifications would cover all streams, can this just be one bound document?

A2 c): Yes the Certification can be bound in one document.

Q2 d): For Section IV: Additional Information, is it correct that we would have a separately bound Additional Information document for each stream on which we propose?

A2 d): If the additional information pertains to all streams it can be submitted in one document.

Q2 e): What about the security information? Should we put it in with each Technical Bid?

A2 e): The Security information should be included with the bid.

<u>Question 3:</u>

Q3: On page 22, under M2 on Bidder's Qualifications and Experience, you ask for a minimum of 2 client organizations under Table 1.1 or Table 2.1. Instead of Table 2.1, should that be Table 1.2 which is on page 25?

a. And when you say 'or', does that mean we would only be completing one of the Tables – either Table 1.1 on page 24 or Table 1.2 on page 25? There is a distinction on Table 1.2 as Tailored Test so does that mean Table 1.1 is Standard??

A3: M2 should read 1.2 and will be corrected in the amendment. The bidder should fill out the Table that pertains to the test that is submitted.

Question 4:

Q4: On page 22, in the same section as mentioned in (3) above – when you say we need a minimum of 2 client organizations under the tables, does that mean 2 client organizations per table or do we need 2 client organizations per line item on the table? For ex., Table 1.1 on page 24 has Test Categories of A, B, and C – do we need 2 client organizations for Test Category A, 2 for Test Category B, and 2 for Test Category C??

A4: The bidder needs to provide two client organizations for the stream (not for each sub-categories).

Question 5:

Q5: 5) On pages 44 through 46, the tables for Streams 1 through 3 mention "Lot" under the Unit of Issue. What is meant by "Lot"?

A5: For Streams 1 through 3 the CRA requires the bidder provide a price for an unlimited license to access the proposed tests.

Question 6:

Q6: For the same tables on pages 44 through 46, what is the estimated usage on Streams 1 through 3?

R6: 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+

Question 7:

Q7: What is the best way to send Technical Manuals? Some manuals are over 300 pages so making a hard copy of all manuals would result in thousands of pages. We see in the Table on page 36, Item 2, that Example of supporting documentation indicates 'Portion of the technical manual'. So this sounds like it may not be necessary to include a full copy of each of the technical manual but could just do the appropriate sections to support Item 2. Is that correct?

A7: Yes that is correct. The bidder should only send the page(s), or section, that provide the evidence requested.

Question 8:

Q8: On pages 66 and 67, Attachments 1 and 2 to Annex A – Do we need to respond to each of these questions or do we just need to make sure each of these items are covered in our bid? On the Attachment 1, Item 4 mentions 'Be accompanied by a Technical Manual'. For this section, would we just acknowledge that we have a technical manual for the tests and don't really need to send the full manual.

A8: For the mandatory criteria the bidder must ensure that they provide supporting documentation for the criteria in attachment 1 and 2 (on page 36 and 37, following the criteria.) The CRA provided examples of supporting document that the bidder can provide in that table. The criteria in attachment 1 (page 66 and 67) are still required but will not be part of the evaluation.

Question 9:

Q9 a): Attachment 3 to Annex A on page 68 (Security) – this table actually needs to be completed, correct?

A9 a): No. Bidders must abide/meet these criteria but they will not be part of the evaluation process.

Q9 b): What about the checklist on pages 86 through 89 – do we complete this?

A9 b): No bidders do not have to complete this form.

Q9 c): We do need to respond to the requirements on pages 90 and 91, correct?

A9 c): Bidder must abide/meet these requirements but they will not be part of the evaluation process.

Question 10:

Q10: Attachment 5 to Annex A on page 72 through 81 – we don't need to do anything right now on this, correct, other than confirm that we would be willing to go through this process?

A10: Attachment 5 to Annex A only applies to Stream 4 and the winning vendor will be required to comply with the Synergy solution before contract award.

Question 11:

Q11: The tables on pages 82 through 85 are not to be completed by us, correct?

A11: The tables on pages 82-85 will be completed by the CRA upon Contract award.

2. **AMENDMENT TO RFP**

1. At Appendix 1: Mandatory Criteria, Stream 1 – M2, Page 22

DELETE: Table 2.1

INSERT: Table 1.2

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED