

**RETURN BID TO/ RETOURNER LES
SOUMISSIONS À :**

[receptionsoumission-
bidsreceiving.spp@international.gc.ca](mailto:receptionsoumission-bidsreceiving.spp@international.gc.ca)

**Department of Foreign Affairs, Trade and
Development (DFATD)**

Ministère des Affaires étrangères, commerce et
développement (MAECD)

**Request for Proposal
Demande de proposition**

proposal to: Department of Foreign Affairs Trade
and Development.

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 here to, the goods, services, and
construction listed herein and on any attached
sheets at the price(s) set out therefor.

Proposition à: Ministère des Affaires Étrangères,
commerce et développement

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 appendices ci-jointes,
les biens, services et construction énumérés ici
sur toute feuille ci-annexée, au(x) prix
indiqué(s).

Comments — Commentaires:

**THIS DOCUMENT CONTAINS A SECURITY
REQUIREMENT — LE PRÉSENT DOCUMENT
COMPORTE UNE EXIGENCE EN MATIÈRE DE
SÉCURITÉ**

Issuing Office – Bureau de distribution

Foreign Affairs, Trade and Development / Affaires
étrangères, commerce et développement
It Contracting Services Unit / Unité des services de
contrats TI
200 Promenade du Portage,
Gatineau, QC

Title — Sujet: State of Trade Report Design and Update for Global Affairs Canada (GAC)/ Conception et mise à jour de rapports sur l'état du commerce Affaires Canada (AMC)	
Solicitation No. - N° de l'invitation 19-148612 AMD002	Date: February 12 Février 2019
Solicitation Closes - L'invitation prend fin	Time Zone —Fuseau horaire
At /à: 2:00 PM On / le March 4 mars, 2019	EDT (Eastern Daylight Saving Time)
F.O.B. — F.A.B.	
Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other — Autre: <input type="checkbox"/>	
Address Enquiries to — Addresser toutes questions à: Name : Justin Hirsch E-Mail : justin.hirsch@international.gc.ca	
Telephone No. – No de téléphone: (343) 203-6382	FAX No. – No de télécopieur :
Destination of Goods and or Services/Destination – des biens et ou services: Department of Foreign Affairs, Trade and Development (DFATD)/Ministère des Affaires étrangères, commerce et développement (MAECD)	
Vendor/Firm Name and Address — Raison sociale et adresse du fournisseur/de l'entrepreneur:	
Telephone No. – No de téléphone:	FAX No. – No de télécopieur:
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

This amendment 002 to the RFP is raised to:

- I) Answer questions regarding the RFP; and
 - II) Amend the RFP.
-

I)

#	Bidder's Question	DFATD Answer
9	<p>1 - "Education must have been obtained from a recognized* Canadian university, college or high school, or the equivalent as established by a recognized* Canadian academic credentials assessment service, if obtained outside Canada. *The list of recognized Canadian academic credentials assessment service providers can be found under the Canadian Information Centre for International Credentials website, at the following Internet link: http://www.cicic.ca/indexe.stm. In order to obtain points for education and professional accreditations, the Bidder should also include photocopies of certificates. If not provided with the bid, Bidders must provide them upon request and in the timeframe stated by the Contracting Authority. "</p> <p>[...] We respectfully submit this requirement is unduly restrictive and contravenes the spirit of competition as outlined by the Canadian Competition Act. We request that this requirement be removed or amended, as the requirement to obtain the requested certification is an undue expense, pressure and unnecessary in this instance. [...] requests that aforementioned requirements should be amended [...] to any accredited university"</p>	<p>There is no mandatory requirement for education in this bid solicitation. The instructions to Attachment 1 to Part 4, Bid Evaluation Criteria, have been amended appropriately. See Section II) of this amendment for further details.</p>

#	Bidder's Question	DFATD Answer
10	<p>“The Bidder must demonstrate experience in graphic design of large and complex reports with significant infographic content by providing examples and detailed project descriptions. The Bidder must provide a list (and web links to final products) of at least five examples of reports of similar length and complexity as the one described in Annex A, Statement of Work that it has produced.”</p> <p>We submit this is an undue restrictive requirement and goes beyond the minimum threshold needed to choose a Report delivery agent. A request of 5 reports and two projects is unduly excessive, [...] requests that aforementioned requirements should be amended [...] and one report and one project as a threshold. We believe that the removal/ amendment of these requirements will provide a fair and equitable stage for all Canadian small to medium enterprise design companies to vie for the proposed contract through this solicitation and would provide the best value to Canadians in general, as well as keeping the spirit of the Canadian Competition Act in place and ensuring Canadian small to medium enterprise entrepreneurs are able to provide their services to Federal departments without undue restrictions.</p>	<p>DFATD has reviewed your inquiry and decides to leave the requirement as stated in the RFP.</p>
11	<p>[...] requests M5 be modified to the following: The Bidder must demonstrate experience in working with large volumes of statistics in various forms and turning those into effective data visualizations, including both large infographics and interactive representation by providing detailed project descriptions.</p> <p>The Bidder must provide at least one (1) project containing five or more visual representations – static or interactive – of statistical information with an explanation (no more than 2 paragraphs) detailing the type and size of the statistical input underlying the data visualization. At least one of the projects must include interactive data representation.”</p>	<p>DFATD has reviewed your inquiry and decides to leave the requirement as stated in the RFP.</p>

#	Bidder's Question	DFATD Answer
12	<p>[...] requests R1 be modified to the following scoring matrix: Each project will be awarded points based on the following:</p> <ul style="list-style-type: none"> a) Similar to the Scope, Tasks, and Deliverables described in Annex A, Statement of Work;(10 points) b) Focusing on the analysis of trends and statistics; (10 points) c) Be produced for a government department or agency (10 points) <p>In addition to the above, bonus points will be scored based on reference checks conducted to validate the projects submitted in the proposal.</p> <ul style="list-style-type: none"> a) Unable to contact reference, reference does not respond, reference does not validate information provided in the proposal (0 points) b) Reference validates information (10 points) c) Reference validates information and provides an above-average response including a recommendation (20 points) <p>For a maximum of 50 points."</p>	<p>DFATD has reviewed your inquiry and decides to leave the requirement as stated in the RFP.</p>
13	<p>"Would the Crown consider amending M1 to allow the submission of comprehensive web based reports and dynamic displays rather than reports of over 100 pages? Web-based reports and dynamic displays are able to display on a single screen what would typically take dozens of pages to print, and therefore would be equivalent to a report of 100-pages."</p>	<p>DFATD has reviewed your inquiry and decides to leave the requirement as stated in the RFP.</p>
14	<p>For the purposes of the mandatory and rated criterion, can the Crown confirm that in cases where a Bidder is a Joint Venture that they will accept experience of either joint venture partner to fulfill the requirement?</p>	<p>DFATD confirms that in cases where a Bidder is a Joint Venture they will accept experience of either joint venture partner to fulfill the requirement.</p>

II)

At Attachment 1 to Part 4, Bid Evaluation Criteria, Section 1.0 TECHNICAL CRITERIA,

DELETE instruction article b) in its entirety; and **REPLACE** with:

- b) If requested by a mandatory or point rated criteria, education must have been obtained from a recognized* Canadian university, college or high school, or the equivalent as established by a recognized* Canadian academic credentials assessment service, if obtained outside Canada.

*The list of recognized Canadian academic credentials assessment service providers can be found under the Canadian Information Centre for International Credentials website, at the following Internet link: <http://www.cicic.ca/indexe.stm>.

In order to obtain points for education and professional accreditations, the Bidder should also include photocopies of certificates. If not provided with the bid, Bidders must provide them upon request and in the timeframe stated by the Contracting Authority.

*****ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED*****