



## RETURN BIDS TO:

## RETOURNER LES SOUMISSIONS À:

Bid Receiving - PWGSC / Réception des soumissions  
- TPSGC

11 Laurier St. / 11, rue Laurier

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Gatineau

Québec

K1A 0S5

Bid Fax: (819) 997-9776

## SOLICITATION AMENDMENT

## MODIFICATION DE L'INVITATION

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

### Comments - Commentaires

### Vendor/Firm Name and Address

Raison sociale et adresse du  
fournisseur/de l'entrepreneur

### Issuing Office - Bureau de distribution

Special Projects Division (SPD)/Division de Projets  
Spéciaux (DPS)

Terrasses de la Chaudière 4th Floor

Terrasses de la Chaudière 4e étage

10 Wellington Street,

10 Wellington Street,

Gatineau

Québec

K1A 0S5

<b>Title - Sujet</b> CIPO ITM TPS	
<b>Solicitation No. - N° de l'invitation</b> U8210-197923/A	<b>Amendment No. - N° modif.</b> 003
<b>Client Reference No. - N° de référence du client</b> U8210-197923	<b>Date</b> 2019-05-01
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$XU-002-34957	
<b>File No. - N° de dossier</b> 002xu.U8210-197923	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2019-05-22</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT	
<b>F.O.B. - F.A.B.</b> Specified Herein - Précisé dans les présentes <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input checked="" type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Kim, Raquel	<b>Buyer Id - Id de l'acheteur</b> 002xu
<b>Telephone No. - N° de téléphone</b> (613) 406-0742 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	

Instructions: See Herein

Instructions: Voir aux présentes

<b>Delivery Required - Livraison exigée</b>	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

**THIS SOLICITATION AMENDMENT NO. 003 IS RAISED TO:**

1. Address questions received as detailed in the below table; and
2. Amend the RFP as detailed below.

**FOR CDS REQUIREMENT:**

**1) At Annex E Evaluation and Selection – CDS, Section 1 – Technical Evaluation, 5. Evaluate Responses to Mandatory Criteria, 5.1 Bidder Instruction**

**DELETE:**

The Bidder must also respond to each mandatory criterion set out in Appendix 2 to Annex E Key Resources Criteria - CDS. The Bidder can only propose one (1) resource per resource category. The Bidder cannot propose the same resource for different categories. Experience accumulated working on concurrent projects will count only once towards the total years of experience. In preparing its responses to the mandatory criteria, the Bidder is requested to use the below table.

**REPLACE WITH:**

The Bidder must also respond to each mandatory criterion set out in Appendix 2 to Annex E Key Resources Criteria - CDS. **The Bidder is required to propose different key resources for the CDS and the IPRMS streams.** The Bidder can propose **only** one (1) resource per resource category. The Bidder cannot propose the same resource for different categories. Experience accumulated working on concurrent projects will count only once towards the total years of experience. In preparing its responses to the mandatory criteria, the Bidder is requested to use the below table.

**2) At Appendix 2 to Annex E Key Resources Criteria - CDS**

**1. A.1 - Application/Software Architect (Level 3), 1.1 Resource Mandatory Criteria, RM-1:**

**INSERT:**

- V. Regarding Form 2 to Annex E Reference Projects for Key Resources Criteria - CDS, the Bidder must provide client contact information for only the five (5) most recent years of experience.

**2. I.10 - Technical Architect (Level 3), 2.1 Resource Mandatory Criteria, RM-1:**

**INSERT:**

- V. Regarding Form 2 to Annex E Reference Projects for Key Resources Criteria - CDS, the Bidder must provide client contact information for only the five (5) most recent years of experience.

**2. I.10 - Technical Architect (Level 3), 2.2 Resource Point-Rated Criteria, RPR-1:**

**DELETE:**

- I. Same as RM-1 section III.
- II. Same as RM-1 section IV.

**REPLACE WITH:**

- III. Same as RM-1 section III.
- IV. Same as RM-1 section IV.

**3. P.9 - Project Manager (Level 3), 3.1 Resource Mandatory Criteria, RM-1:**

**INSERT:**

- V. Regarding Form 2 to Annex E Reference Projects for Key Resources Criteria - CDS, the Bidder must provide client contact information for only the five (5) most recent years of experience.

**4. A.6 - Programmer/Software Developer (Level 3), 4.1 Resource Mandatory Criteria, RM-1:**

**INSERT:**

- V. Regarding Form 2 to Annex E Reference Projects for Key Resources Criteria - CDS, the Bidder must provide client contact information for only the five (5) most recent years of experience.

**5. P.1 - Change Management Consultant (Level 3), 5.1 Resource Mandatory Criteria, RM-1:**

**INSERT:**

- V. Regarding Form 2 to Annex E Reference Projects for Key Resources Criteria - CDS, the Bidder must provide client contact information for only the five (5) most recent years of experience.

**6. A.11 - Tester (Level 3), 6.1 Resource Mandatory Criteria, RM-1:**

**INSERT:**

- V. Regarding Form 2 to Annex E Reference Projects for Key Resources Criteria - CDS, the Bidder must provide client contact information for only the five (5) most recent years of experience.

**7. C.1 - Strategic Information Technology Security Planning & Protection Consultant (Level 3), 7.1 Resource Mandatory Criteria, RM-1:**

**INSERT:**

- V. Regarding Form 2 to Annex E Reference Projects for Key Resources Criteria - CDS, the Bidder must provide client contact information for only the five (5) most recent years of experience.

FOR IPRMS REQUIREMENT:

**1) At Annex E Evaluation and Selection – IPRMS, Section 1 – Technical Evaluation, 5. Evaluate Responses to Mandatory Criteria, 5.1 Bidder Instruction**

**DELETE:**

The Bidder must also respond to each mandatory criterion set out in Appendix 2 to Annex E Key Resources Criteria - IPRMS. The Bidder can only propose one (1) resource per resource category. The Bidder cannot propose the same resource for different categories. Experience accumulated working on concurrent projects will count only once towards the total years of experience. In preparing its responses to the mandatory criteria, the Bidder is requested to use the below table.

**REPLACE WITH:**

The Bidder must also respond to each mandatory criterion set out in Appendix 2 to Annex E Key Resources Criteria - IPRMS. **The Bidder is required to propose different key resources for the CDS and the IPRMS streams.** The Bidder can propose **only** one (1) resource per resource category. The Bidder cannot propose the same resource for different categories. Experience accumulated working on concurrent projects will count only once towards the total years of experience. In preparing its responses to the mandatory criteria, the Bidder is requested to use the below table.

**2) At Appendix 2 to Annex E Key Resources Criteria – IPRMS**

**1. A.1 - Application/Software Architect (Level 3), 1.1 Resource Mandatory Criteria, RM-1**

**INSERT:**

- V. Regarding Form 2 to Annex E Reference Projects for Key Resources Criteria - IPRMS, the Bidder must provide client contact information for only the five (5) most recent years of experience.

**2. I.10 - Technical Architect (Level 3), 2.1 Resource Mandatory Criteria, RM-1**

**INSERT:**

- V. Regarding Form 2 to Annex E Reference Projects for Key Resources Criteria - IPRMS, the Bidder must provide client contact information for only the five (5) most recent years of experience.

**2. I.10 - Technical Architect (Level 3), 2.2 Resource Point-Rated Criteria, RPR-1:**

**DELETE:**

- I. Same as RM-1 section III.
- II. Same as RM-1 section IV.

**REPLACE WITH:**

- III. Same as RM-1 section III.
- IV. Same as RM-1 section IV.

**3. P.9 - Project Manager (Level 3), 3.1 Resource Mandatory Criteria, RM-1**

**INSERT:**

- V. Regarding Form 2 to Annex E Reference Projects for Key Resources Criteria - IPRMS, the Bidder must provide client contact information for only the five (5) most recent years of experience.

**4. A.6 - Programmer/Software Developer (Level 3), 4.1 Resource Mandatory Criteria, RM-1**

**INSERT:**

- V. Regarding Form 2 to Annex E Reference Projects for Key Resources Criteria - IPRMS, the Bidder must provide client contact information for only the five (5) most recent years of experience.

**5. P.1 - Change Management Consultant (Level 3), 5.1 Resource Mandatory Criteria, RM-1**

**INSERT:**

- V. Regarding Form 2 to Annex E Reference Projects for Key Resources Criteria - IPRMS, the Bidder must provide client contact information for only the five (5) most recent years of experience.

**6. A.11 - Tester (Level 3), 6.1 Resource Mandatory Criteria, RM-1**

**INSERT:**

- V. Regarding Form 2 to Annex E Reference Projects for Key Resources Criteria - IPRMS, the Bidder must provide client contact information for only the five (5) most recent years of experience.

**7. C.1 - Strategic Information Technology Security Planning & Protection Consultant (Level 3), 7.1 Resource Mandatory Criteria, RM-1**

**INSERT:**

- V. Regarding Form 2 to Annex E Reference Projects for Key Resources Criteria - IPRMS, the Bidder must provide client contact information for only the five (5) most recent years of experience.

## **QUESTIONS AND ANSWERS**

### **Question # 005**

**Reference:**

Key Resources

**Question #005:**

Given the nature of the work and looking at the total number of anticipated days per resource, we assume that the work carried out by Level 3 Key Resources will not be full-time. With that understanding, please confirm that we can propose the same resources for both CDS and IPRMS streams (e.g., the same Change Manager can be proposed for both CDS and IPRMS).

**Answer #005:**

For the duration of both the initial contract period and the option periods, the work carried out by the Key Resources will not be full-time. However, for portions of both the initial contract period and the option periods, a Key Resource may be needed to work on a full-time basis for CDS or IPRMS. To account for this, Bidders are required to propose different key resources for the CDS and the IPRMS streams.

To reflect the above, the RFP is amended as detailed herein.

### **Question # 006**

**Reference:**

Key Resources

**Question #006:**

We are seeking clarification on the number of references required for Key Resources. Specifically, we are seeking clarification on the following statement: *"To demonstrate such experience, the Bidder must provide, for the resource, one (1) reference project and may provide more reference projects if necessary."* Should we interpret this statement to mean that we must provide references for:

- a. all projects that make up a resources years of experience; or,
- b. that we should provide one reference to demonstrate performance of the role.

If (a), then we respectfully ask the Crown to modify the request such that Bidders will provide a list of projects that document the years of experience, with two references to confirm performance. Given the number of projects required to document 10 years of experience and the elapsed time, there is a significant risk that clients are no longer reachable, making this requirement challenging to address, especially when considering the number of roles.

**Answer #006:**

The requirements with respect to reference project(s) under RM-1 of each key resource are amended. For each RM-1, the Bidder is required to provide a list of reference project(s) that demonstrate the years of experience. Regarding the reference project(s), the Bidder must provide client contact information (i.e. references) for only the five (5) most recent years of experience.

To reflect the above, the RFP is amended as detailed herein.

**Question # 007**

**Reference:**

Conflict of Interest

**Question #007:**

After reviewing CIPO's Annual Report, we understand that Price Waterhouse Coopers (PWC) performs the annual audit. Consulting services such as these performed by PWC would, therefore, constitute a conflict of interest. Please confirm that PWC is precluded from bidding, either independently or as part of a partnership or joint-venture.

**Answer #007:**

The company that provided auditing services to CIPO was not privy to the CIPO ITM TPS bid preparation and solicitation process. Hence, in relation to the CIPO ITM TPS tender, the company did not have access to information beyond that available to other companies.

Please refer to Article 1.4 Conflict of Interest, Section 1.4.2 of the RFP, for a list of private sector contractors that provided services in the preparation of the CIPO ITM TPS bid solicitation. Any company that is not listed in section 1.4.2 of the RFP may submit a bid, either independently or as part of a partnership or joint-venture.

**Question # 008**

**Reference:**

Epost Connect

**Question #008:**

We are interested in submitting our proposal through epost Connect. Can you please provide the link to CIPO's unique epost Connect conversation?

**Answer #008:**

Please refer to the following link to SACC 2003 (2018-05-22), Standard Instructions - Goods or Services - Competitive Requirements. Section 2 of Article 8 Transmission by epost Connect provides specific instructions on how to request to open an epost Connect conversation.

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2003/23#transmission-by-facsimile>

**Question # 009**

**Reference:**

General Question

**Question #009:**

The definition of Bidder based on the Standard Acquisition Clauses and Conditions (SACC) puts our firm and many other global service providers at a disadvantage due to the way in which our organizations are structured. It also significantly impacts our firm's ability to respond to the RFP, as some of the highly relevant experience gained by our firm has been completed globally. We request that the definition of Bidder be expanded to include the use of an organization's member firms in its global network known as an "Association of Entities" (An Association of Entities means separate legal entities within a formally organized professional services network, where all members of the network operate using a common brand, with shared access to intellectual property and talent resources and integrated technology, methodology, strategies and policies across the network.) This expanded definition has been used several times by the Government of Canada [most recently in the Benefits Delivery Modernization (BDM) (G9292-176824-C) procurement] which has enhanced the competitive process.

**Answer #009:**

The definition of a "Bidder", as defined in the SACC 2003 (2018-05-22), Standard Instructions - Goods or Services - Competitive Requirements, remains unchanged.

**Question # 010**

**Reference:**

Bid Closing Date

**Question #010:**

Because of the complexity and size of CIPO's requirements, may we respectfully request a one-week extension to the Bid Closing Date, to May 22, 2019?

**Answer #010:**

Canada extends the bid closing date to May 22, 2019.

**ALL OTHER TERMS AND CONDITIONS OF THE BID SOLICITATION REMAIN UNCHANGED.**