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**FOR ELECTRONIC BIDS:**

The electronic mailbox is equipped to send an automatic reply to all messages received. If you do not receive an automatic response, please contact the Contracting Authority to ensure your bid was received. Please note that it is the bidder's sole responsibility to ensure that all bids submitted are received in their entirety by Citizenship and Immigration Canada by the closing date and time indicated in this RFP.

**IMPORTANT NOTICE TO SUPPLIERS**

The Government Electronic Tendering Service on [buyandsell.gc.ca/tenders](http://buyandsell.gc.ca/tenders) will be the sole authoritative source for Government of Canada tenders that are subject to trade agreements or subject to departmental policies that require public advertising of tenders.

**REQUEST FOR PROPOSAL**

**Proposal To: Citizenship and Immigration 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.

**Instructions : See Herein**

**Instructions: Voir aux présentes  
Issuing Office – Bureau de distribution  
Citizenship and Immigration Canada  
Procurement and Contracting Services  
70 Crémazie  
Gatineau, Québec K1A 1L1**

|  |                                 |
|--|---------------------------------|
| <b>Title – Sujet</b>   |                                 |
| Workplace Mental Health Initiative for all Department of Citizenship and Immigration Canada (CIC) Employees                              |                                 |
| <b>Solicitation No. – N° de l'invitation</b>   | <b>Date</b>                     |
| CIC 150502   | May 24 <sup>th</sup> , 2019     |
| <b>Solicitation Closes – L'invitation prend fin at – à</b>   | <b>Time Zone Fuseau horaire</b> |
| 2:00 PM<br>on – May 30 <sup>th</sup> , 2019  | EDT                             |
| <b>F.O.B. - F.A.B.</b>   |                                 |
| Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>                        |                                 |
| <b>Address Inquiries to: - Adresser toutes questions à :</b>   |                                 |
| <a href="mailto:IRCC.BidsReceiving-Receptiondessoumissions.IRCC@cic.gc.ca">IRCC.BidsReceiving-Receptiondessoumissions.IRCC@cic.gc.ca</a> |                                 |
| <b>Telephone No. – N° de téléphone :</b>   |                                 |
| 873-408-0506   |                                 |
| <b>Destination – of Goods, Services, and Construction: Destination – des biens, services et construction :</b>                           |                                 |
| See Herein   |                                 |
| <b>Delivery required - Livraison exigée</b>  |                                 |
| See Herein   |                                 |
| <b>Vendor/firm Name and address Raison sociale et adresse du fournisseur/de l'entrepreneur</b>   |                                 |
|  |                                 |
| <b>Facsimile No. – N° de télécopieur</b>   |                                 |
| <b>Telephone No. – N° de téléphone</b>   |                                 |
| <b>Name and title of person authorized to sign on behalf of Vendor/firm</b>  |                                 |
| <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur</b>  |                                 |
|  |                                 |
| (type or print)/ (taper ou écrire en caractères d'imprimerie)  |                                 |
|  |                                 |
| <b>Signature</b>   | <b>Date</b>                     |



## Request for Proposal Amendment 001

This Request for Proposal Amendment is being raised to:

1. Extend the bid closing date; and
2. Modify the Mandatory Technical Criteria

1. The bid closing date will be extended from May 27<sup>th</sup>, 2019 at 2:00pm EDT to **May 30<sup>th</sup>, 2019 at 2:00pm EDT.**

2. **DELETE 4.1.1.1 Mandatory Technical Criteria, M2** in its entirety and **REPLACE WITH:**

|           | Mandatory Technical Criteria   | Required Supporting Information   | Met | Not Met | Substantiation and Cross Reference to Proposal (Page & Paragraph) |
|-----------|--|---|-----|---------|---|
| <b>M2</b> | The Bidder must demonstrate that all materials and services are provided in both English and French. | At the time of bid submission, the Bidder must provide one (1) *sample per each tool and resource that is available in both English and French.<br><br><b>*Samples must be provided electronically via colored image (e.g. PDF, JPEG, or equivalent.) The complete size of emails containing a response must not exceed 10MB.</b> |     |         |   |

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