

This Invitation to Qualify (ITQ) Amendment 005 is issued to:

- A. Respond to questions received during the ITQ solicitation period; and
- B. Add an additional address for Bid Receiving, and amend Part 3 – Supplier Instructions and Annex 6, Form 2: Project Reference Check Form of the ITQ.

Part A: Questions and Answers

Questions 1 through 12 and its answers can be found in the previous ITQ Amendments.

Question 13:

Pg 29, Section 1.2.1: "Suppliers are requested to indicate where each mandatory requirement is met in their response by entering a reference to where it is located in their response (e.g. volume/binder number, page number, etc.)."

Can you please clarify this line? Does this mean to indicate in our response where the requirement is in the ITQ? Or is this line meant to suggest use of a table of contents?

Answer 13:

Suppliers are requested to cross-reference their demonstrated experience in the ITQ response documents to the corresponding mandatory requirement. The use of a table of contents is not required, but may be used at the supplier's discretion.

Question 14:

Can you clarify in Annex 6, Form 2 Project Reference Check Form, Question (f). What does affiliation mean?

Answer 14:

In this context, affiliation means the corporate legal relationship between the Supplier (or Joint Venture member) and the Client Organization and Customer Reference. For example, where the Client Organization is itself an affiliate of or other entity that does not deal at arm's length with the Supplier, the two entities would be considered as "affiliated" for the purpose of completing Annex 6 Form 2 - Project Reference Check Form.

Question 15:

How can more information be added to Annex 6, Form 2 Project Reference Check Form? The sections are limited to single lines with limited space as to how the supplier meets the requirements. There is also no section for dates of when services were provided.

Answer 15:

A Microsoft Word version of Form 2: Project Reference Check Form is provided to suppliers as an attachment to this Amendment 005, and may be used by Suppliers to submit each customer reference relative to each project in response to a corresponding mandatory requirement(s) in Annex 2 - Mandatory Evaluation Criteria. Suppliers may add information via the word attachment version or provide the additional information on a separate document.

At Part B of this ITQ Amendment 005 found below, Form 2: Project Reference Check Form has been updated to include a new field (L), which is the date and duration of when services were provided.

Question 16:

Is the current Supplier prohibited from participating in this procurement process?

Answer 16:

The current Supplier of the Parks Canada Reservation Service (PCRS) is not prohibited from participating in this procurement process.

Question 17:

How is a Pass/Fail evaluation of Mandatory Technical Criteria assessed?

Answer 17:

The Supplier's response to the Mandatory Technical Criteria will be assessed by the evaluation team in accordance with Annex 2 - Mandatory Evaluation Criteria to determine whether or not the Supplier's response meets all the requirements of each Mandatory Technical Criterion. The Supplier's response to each of the Mandatory Evaluation Criteria must be addressed in sufficient detail to permit the evaluation team to verify the Supplier's compliance. Please refer to Article 4.3.2, item a) under Part 4, and Annex 2 of the ITQ for more information about Substantiation of Compliance.

Question 18:

Is scoring applied to each sub-criteria of the Mandatory Technical Criteria?

Answer 18:

No, scoring is not applied to each sub-criteria of the Mandatory Technical Criteria. Suppliers must meet all of the mandatory requirements detailed in Annex 2 of the ITQ.

Question 19:

How are vendors deemed to be responsive?

Answer 19:

The Basis of Qualification and the Selection of Qualified Suppliers, which outlines how suppliers' responses are deemed responsive, is detailed at Article 5.4 under Part 5 of the ITQ.

Question 20:

What is an appropriate format for demonstrating Mandatory Technical Criteria in M1 and M2?

Answer 20:

Please refer to Part 4 - Response Preparation Instructions of the ITQ for more details on response format instructions.

Question 21:

I am trying to ship our response to the ITQ for Parks Canada Reservation Service (PCRSv3) for Parks Canada Agency (PCA) but I am being told by the shipping provider that the city and postal code do not match. The address that I am trying to use is:

**Bid Receiving – PWGSC
Attn: Sophia Edwards-Letellier
Place du Portage, Phase III Core 0B2
11 Laurier St.
Gatineau, Québec K1A 0S5
Canada**

Is this the correct address to be shipping to in the first place?

Answer 21:

The address indicated above is correct, however an alternate postal code may be used. Please refer to item 1. under Part B: ITQ Amendment below as the address with the alternate postal code has been added.

Part B: ITQ Amendment

This ITQ Amendment is raised to add an additional address for Bid Receiving, and amend Part 3 – Supplier Instructions and Annex 6, Form 2: Project Reference Check Form of the ITQ.

The ITQ is hereby amended as follows:

1. On page 1 of 1 of the ITQ:

ADD the following:

**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving - PWGSC / Réception des soumissions - TPSGC
Place du Portage, Phase III
Core 0B2 / Noyau 0B2
11 Laurier St./11, rue Laurier
Gatineau Québec
J8X 4A6
Response Fax Number / Numéro de télécopieur pour les réponses: (819) 997-9776**

2. On page 11 of the ITQ, under Article 3.1.3 of Part 3 – Supplier Instructions:

ADD the following

- i) Subsection 08 (2019-03-04) Transmission by facsimile or by epost Connect, item 2. (h.) is deleted in its entirety and replaced by the following:
 - h. The Bid Receiving Unit will send an acknowledgement of the receipt of bid document(s) via the epost Connect conversation, regardless of whether the conversation was initiated by the supplier using its own license or the Bid Receiving Unit. This acknowledgement

will confirm only the receipt of bid document(s) and will not confirm if the attachments may be opened nor if the content is readable.

- i. Bidders must ensure that that they are using the correct email address for the Bid Receiving Unit when initiating a conversation in epost Connect or communicating with the Bid Receiving Unit and should not rely on the accuracy of copying and pasting the email address into the epost Connect system.
 - j. A bid transmitted by epost Connect service constitutes the formal bid of the Bidder and must be submitted in accordance with section 05.
3. On page 41 of the ITQ:

DELETE Annex 6, Form 2: Project Reference Check Form in its entirety.

INSERT the following in its place:

ANNEX 6

FORM 2: PROJECT REFERENCE CHECK FORM

#	
(A)	Mandatory requirement number (from annex 2 to part 5)
(B)	Supplier full legal name (if the supplier is a joint venture, the full legal name of the joint Venture member for the referenced project)
(C)	Description of the referenced project
(D)	Name of client organization for the referenced project
(E)	Name of customer reference for the referenced project
(F)	Client organization and customer reference affiliation with the supplier (or joint venture member)
	Please indicate accordingly
	Are not affiliated
	Are affiliated
(G)	Name of organization the customer reference is currently working for (if the customer reference is no longer working for the client organization identified for the referenced project)
(H)	Title of customer reference (while working on the referenced project)
(I)	Current telephone number of customer reference
(J)	Current e-mail address of the customer reference
(K)	Role of the customer reference in the referenced project
(L)	Date
	Duration

All other terms and conditions remain unchanged.