



Procurement Hub – Ottawa Office,  
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200 Kent Street,  
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June 28, 2019

### **ADDENDUM NO. 1**

Subject: Request for Proposals - No. FP802-190046  
Title: Incident Command System ICS-Based Exercise Support Development, Facilitation, Evaluation and Training.

Dear Sir/Madam:

Further to the above-mentioned Request for Proposal, this Addendum (#1) is to advise potential bidders of the following questions and answers and to correct following items in the RFP:

**Question 1:** We have several personnel who are extremely well qualified to meet M3 to M5 (complex incident management exercises). This includes considerable work done at the ICS400 level. However, they do not have formal ICS400 accreditation. We intend to rectify this, and our personnel should be qualified in Jul or no later than Aug. Would this be acceptable to allow our bid to be considered?

**Answer 1:** As indicated in 4.1.1.1 of the Request for Proposals:

Proposals will be evaluated in accordance with the mandatory evaluation criteria as detailed herein. Bidders' Proposals must clearly demonstrate that they meet all Mandatory Requirements for the proposal to be considered for further evaluation. Proposals not meeting the mandatory criteria will be excluded from further consideration.

Solicitation closes at 1400 EDT on July 23, 2019. Therefore, the Resource must meet the mandatory criteria by that date for a Bid to be found compliant.

**Question 2:** Section 8.0 (Deliverables), Annex A (p27). The table indicating level of effort for the initial contract period (date of award to March 31, 2020) shows up to 180 days. Given that the close date is 23 July and it is assumed that at the earliest contract award will be mid Aug, 180 days is effectively full-time employment for the remaining period until 31 Mar 2020. In order to cost our proposal, we request that the proponent confirm expectations for the initial contract period regarding days to be worked.

**Answer 2:** Please note that the estimated number of working days for the initial contract period has been revised, and that we now estimate 90 days of work.

As per section 8.0, annex A, this level of effort is only an estimate made in good faith and is not to be considered in any way as a commitment from the Government of Canada.

**Question 3:** Section 9.0 (Travel and Living), Annex A (p27) states the contractor will be reimbursed for travel and living expenses incurred in the performance of this contract. In Annex B the basis of payment there is an estimate for travel per resource of \$21, 876.07. Please clarify:

- a. Is this a budget figure that contractors will be held to?
- b. If so, what is the basis for the calculation i.e. number of trips to Ottawa etc.?
- c. Does this refer to each contract period?

**Answer 2:** The dollar amount provided in Annex B is an estimate for travel and living expenses for each resource, and only for the Base Year of the contract. It was included in the Request for Proposals to provide an estimated total value of the contract.

This amount will be revised once the contract is awarded and once more details are known (such as where the Resource is traveling from). As indicated in section 9.0 of Annex A, the revised amount will be in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the National Joint Council Travel Directive and with the other provisions of the directive referring to "travelers", rather than those referring to "employees". All travel will require pre-approval from the Manager, Office of Incident Management or his/her representative(s), and all payments will be subject to government audit.

**Question 4:** Section 2.2 states that a separate proposal must be submitted for each proposed resource. If there are two qualified resources from a single company and the rates will be the same for each resource, can a single proposal be submitted that clearly lists the two resources and their separate qualifications?

**Answer 4:** As contracts will be awarded separately for each resource, a separate proposal must be submitted for each proposed Resource.

**Question 5:** Due to the potential volume of work (up to 180 days per resource), will DFO accept a proposal that lists two primary English speaking resources with multiple alternate resources with equivalent qualifications? This would allow for flexibility should the primary resources not be available on a specific date.

**Answer 5:** Please note that the estimated number of working days for the initial contract period has been revised, and that we now estimate up to 90 days of work.

As contracts will be awarded separately for each resource, a separate proposal must be submitted for each proposed Resource.

As per section 7.0 of Annex A, the Contractor will be responsible to ensure that all proposed Resources are assigned for the duration of the agreement and are not replaced without due cause. Please refer to this section for further information on how a replacement of resource, if required, should be processed.

**Question 6:** A recent DFO proposal for training required three instructor resources and all three resources were included in a single proposal. Will DFO accept a single proposal from a company that includes multiple resources?

**Answer 6:** As contracts will be awarded separately for each resource, a separate proposal must be submitted for each proposed Resource.

**Question 7:** Is the minimum score for the technical evaluation criteria 27/45 or 33/55 points?

**Answer 7:** The minimum score for the technical evaluation criteria is 33/55. Please see the revised text for 4.2.1 (point 1).

**Question 8:** Operations-based exercises such as drills, command post exercises, and full-scale exercises can be resource intensive. Does DFO anticipate requiring additional support from a successful bidder, beyond the three resources, for exercise control, evaluation, simulation, or support?

**Answer 8:** At this point, we do not anticipate requiring additional support. However, should additional support be required, applicable Government of Canada procurement mechanisms will be employed to secure such support.

**Question 9:** DFO estimates up to 180 days of work per resource per year. Can DFO provide data from previous exercise support contracts reflecting how many days of work were actually required?

**Answer 9:** Please note that the estimated number of working days for the initial contract period has been revised, and that we now estimate up to 90 days of work. Data from previous contracts would not be relevant in this case, as exercise support requirements change from year to year within Coast Guard.

**Question 10:** Annex B lists an estimate for travel per resource. Is that per year or over the life of the contract?

**Answer 10:** The dollar amount provided in Annex B is an estimate for travel and living expenses for each resource, and only for the Base Year of the contract.

The Following sections in the RFP have been revised. (see attached RFP Amendment 1).

- Section 2.2 : Wording was added to the of the French version.
- Section 4.2.1 : The required minimum points overall for the technical evaluation criteria which are subject to point rating & the scale of points overall.
- Annexe A: Section 8.0 changes to the estimated number of days.
- Annexe B: Section 8.0 changes to the estimated number of days.

All other terms and conditions remain unchanged.

Yours truly,

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