



## ADDENDUM 001 TO REQUEST FOR PROPOSAL (RFP)

The Department of Foreign Affairs, Trade and Development (the department) hereby amends, in accordance with this Addendum the Request for Proposal for the provision of Professional Services for Compensation Data on Private Sector Organizations, bearing number 19-154117-HLDS-DK, and dated June 4, 2019. This Addendum hereby forms part of the RFP. The purpose of this Addendum is to:

1. Provide responses to questions received
- 

### Questions and Answers

The following questions have been received, and the department hereby answers as follows:

**Question No. 01:** In reference to the Part 4 – Evaluation Procedures and Basis of Selection, Technical Evaluation Criteria, page 18 and 19. To help with our proposal preparation, we would like to know if there is a standard country report template that you have in mind. If so, can you share it? Ideally, we would like to see a real sample that would indicate the depth of information that you are seeking (for example, you ask for a Tax Summary – this could be a one-pager or a hundred pages). If you cannot share a “model” report, then at least the empty template. If you cannot share a template then can we assume that there will be project work at the start to design and agree a report template?

**Answer No. 01:** There is no standard template or model report. It is up to the Bidding companies to determine the format of the report best suited to relay the information requested. In respect to the tax summary, it is one element among the 10 possible elements that are required for the Department of Foreign Affairs, Trade and Development to proceed with the Compensation review. A summary is sufficient of any potential amendments proposed or confirmed in a country which could impact our process.

**Question No. 02:** In reference to Annex A – Statement of Work, page 31, section 2, paragraph 3. The RFP states “The Compensation Review consists of reviewing the applicable labor laws, salary scales as well as .....”. Can you please clarify your expectation with respect to reviewing the applicable labor laws? For example, is this a Legal review by a lawyer certified to practice in the relevant country or is this a compensation professional reviewing the relevant LES handbook and comparing a number of elements against information that is generally accessible through the internet? Again, a sample illustrating your expectations would be helpful.

**Answer No. 02:** The Department of Foreign Affairs, Trade and Development is responsible for the Compensation Review and is looking to acquire country specific data in order to proceed with this review. It is up to the Bidders to determine how to gather and validate the data for inclusion in the data report. It is also up to the Bidders to determine if a legal or administrative review is required to provide the data as a part of its normal business practice.

---

ALL OTHER TERMS AND CONDITIONS OF THE SOLICITATION REMAIN UNCHANGED.