

### **QUESTIONS & ANSWERS #3**

This document addresses **three (3)** additional questions (highlighted) that Infrastructure Canada (INFC) has received regarding RFP # INFC-2019/20-PS2011.

**NOTE: Criteria MC1 (see Q3) and PRC2 (see Q6) have been modified as well as the Proposed Resource Credentials Form (see Q7).**

**Q8:**

Are bidders required to submit proof of education credentials? If yes, where?

**A8:**

Bidders must be able to supply any supporting documentation for Canada's verification upon request. If bidders wish to include this in advance, then copies of education credentials and professional certificates may be attached as separate pages in their technical proposal. By supplying these credentials in advance, bidders are NOT exempt from filling out the details on the Proposed Resource Credentials Form (Attachment 3 to Part 4).

**Q7:**

For criterion MT2, bidders must provide the info in the Proposed Resource Credentials Form (Attachment 3 to Part 4). On that form, it asks for "work experience (in months) in the stated resource category (above)". May INFC change the wording to include experience at any level (e.g. Senior Auditor's experience need not be limited to experience only at the senior auditor level but also include at the auditor level)?

**A7:**

In response, INFC changes the wording in the Proposed Resource's Credentials sub-section on the Proposed Resource Credentials Form (Attachment 3 to Part 4) as follows:

<b>Original Text</b>	<b><u>Revised Text</u></b>
Work experience (in months) in the stated resource category (above)	Audit experience (in months) completed by the proposed resource

Furthermore, INFC stresses that the experience contained on this form for any proposed resource must not overlap in time. For example, if the last month of audit 1 overlaps with the first month of audit 2, then that month cannot be double-counted and INFC will only count that as one month of experience when calculating the total audit experience of that proposed resource.

**Q6:**

For bidders submitting two teams, would INFC consider modifying PRC2 such that both the Partner/Managing Director and the Project Manager/Lead do not need to be located in the regions proposed?

**A6:**

In response, INFC hereby amends criterion PRC2.ii accordingly:

Original Text	<u>Revised Text</u>
ii. All resources proposed for a region, with the exception of the Partner/Manager Director, must be located in the regions proposed.	ii. Both the Senior Auditory and Auditor proposed for a region (east or west) must be located in that same region. (The Partner/Manager Director and the Project Managers/Leads can be located in any region.)

**Q5:**

Please provide clarification regarding article b) in section 1.4 Point-Rated Criteria in relation to criteria MT2, MT3, PRC1, and PRC2.

**A5:**

That article pertains only to the technical criteria, MT1 and PRT1, which pertain solely to the Project Manager/Lead's experience.

**Q4:**

May INFC add a point-rated criteria to have more than 1 resource for the eastern team be bilingual given that audits will be performed in New Brunswick?

**A4:**

A point-rated criterion for the language requirement will not be added at this time. The adjustment to mandatory criterion MC1, detailed in question 3 (below), will be sufficient to meet INFC's requirement.

**Q3:**

In the statement of work, at least one individual (on either team) must be fluently bilingual. Must that individual be the Partner/Managing Director or may that be any of the other proposed resources?

**A3:**

In response to this request for clarification, INFC amends mandatory criterion **MC1** by adding the following statement:

**For each team proposed, either the Senior Auditor or Auditor must be fluently bilingual in English and French in both speaking and writing. The Bidder must indicate any proposed resources that are bilingual by writing "Bilingual" in the Category field on the relevant Proposed Resource Credentials Form (Attachment 3 to Part 4) in addition to the general category of the resource (e.g. Auditor).**

The above statement is inserted because the people doing the fieldwork being bilingual will result in the most effective means of completing the required audits (described in the Statement of Work in Annex A).

**Q2:**

Will INFC consider extending the solicitation period by 1 week?

**A2:**

No. INFC needs to start the work sooner rather than later.

Q1:

Please confirm that the solicitation number of the RFP is supposed to match INFC-2019/20-PS2011.

A1:

INFC acknowledges that a typo was made on page 1 of the RFP (in both official languages) regarding the year. The solicitation number on page 1 should read INFC-2019/20-PS2011.

**ALL OTHER TERMS AND CONDITIONS OF THIS BID SOLICITATION REMAIN  
UNCHANGED**

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