



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

**Bid Receiving - PWGSC / Réception des soumissions -
TPSGC**

**11 Laurier St. / 11, rue Laurier
Place du Portage, Phase III
Core 0B2 / Noyau 0B2**

**Gatineau
Québec**

K1A 0S5

Bid Fax: (819) 997-9776

Revision to a Request for a Standing Offer

Révision à une demande d'offre à commandes

Departmental Individual Standing Offer (DISO)

Offre à commandes individuelle du département(OCID)

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Offer remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'offre demeurent les mêmes.

Comments - Commentaires

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Communication Procurement Directorate/Direction de
l'approvisionnement en communication
360 Albert St./ 360, rue Albert
12th Floor / 12ième étage
Ottawa
Ontario
K1A 0S5

| | |
|--|---|
| Title - Sujet Public Engage. / Consult. Services | |
| Solicitation No. - N° de l'invitation EN578-181138/C | Date 2019-10-04 |
| Client Reference No. - N° de référence du client EN578-18-1138 | Amendment No. - N° modif. 008 |
| File No. - N° de dossier cy016.EN578-181138 | CCC No./N° CCC - FMS No./N° VME |
| GETS Reference No. - N° de référence de SEAG PW-\$\$CY-016-77563 | |
| Date of Original Request for Standing Offer Date de la demande de l'offre à commandes originale 2019-08-08 | |
| Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-10-18 | |
| Address Enquiries to: - Adresser toutes questions à: Schou, Christian | Buyer Id - Id de l'acheteur cy016 |
| Telephone No. - N° de téléphone (613) 995-2278 () | FAX No. - N° de FAX () - |
| Delivery Required - Livraison exigée | |
| Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: See herein | |
| Security - Sécurité This revision does not change the security requirements of the Offer. Cette révision ne change pas les besoins en matière de sécurité de la présente offre. | |

Instructions: See Herein

Instructions: Voir aux présentes

| | | |
|--|--------------------------|--------------------------|
| Acknowledgement copy required | Yes - Oui | No - Non |
| Accusé de réception requis | <input type="checkbox"/> | <input type="checkbox"/> |
| The Offeror hereby acknowledges this revision to its Offer. Le proposant constate, par la présente, cette révision à son offre. | | |
| Signature | Date | |
| Name and title of person authorized to sign on behalf of offeror. (type or print) Nom et titre de la personne autorisée à signer au nom du proposant. (taper ou écrire en caractères d'imprimerie) | | |
| For the Minister - Pour le Ministre | | |

This reason for this amendment is to advise all potential offerors of the questions and answers pertaining to this Request for Standing Offer (RFSO) in Part 001.

Please note that a small error was found, specifically in the zipped file of the English version of the updated RFSO documentation concerning Appendix 1. Under Digital platform/tool and facilitation of Appendix 1 there was the information from Analysis, Reporting and Evaluation. Version 2 (dated Oct-7-2019) of the zipped RFSO Documentation will be added to the buyandsell page with this item corrected. Version 4 of Appendix 1 that was included separately on the buyandsell page, as well as the French documentation did not have this same error.

PART 001 – QUESTIONS AND ANSWERS

- Q100 Our questions pertain to the following section:
R2 Project Management for both Subcategory A – In-Person and Subcategory B – Online
R2.1 Firm's Experience
- Project work plans and schedules that show the critical path for activities and deliverables
- With respect to work plans and schedules, is a schedule created in Microsoft Excel sufficient, or do you require a schedule developed using project management software?
- Furthermore, should we include actual schedule examples in our submission, or simply describe the process for their creation?
- A100 Yes, a schedule created in Microsoft Excel is acceptable. You can describe the process for their creation but you should provide the work plans and schedules of your activities and deliverables.
- Q101 For Annex E: Financial Proposal Form, we believe there is an error in the formula for the combined averages (Cells F28 and F32). Would you be able to confirm if the correct formula for F28 is = ($\$F\$24+F26+F27$)/3?
- A101 The formula on the spreadsheet is correct: $\$F\$24+F26+F27$. The total amount in F24, F26 and F27 respectively are an average of Project Management Hourly Rate, Logistics Services Hourly Rate and Two-Way Dialogue and Implementation Services Hourly Rate, respectively. F28 refers to the sum of these 3 Average Hourly Rates and will be used for financial evaluation purposes described in Annex D, Technical and Financial Evaluation Criteria, 1.3 Financial Evaluation. This would be the same for F32.
- Q102 SUBCONTRACTOR LIST: As per RFSO, all offeror's are required to fill out the form at Annex "G" – "Offeror Form/Subcontractor Form" wherein the offeror would need to list all subcontractors it plans on using as well as their roles and address related details. While we do have a few subcontractors we have identified as of now, based on our previous experience, as and when the specific requirements of engagement under a particular Call-up become clear, relevant subcontractors would need to be contacted and brought on board. Thus, is it acceptable that at this stage we only add a few subcontractor names under the Annex G and during the course of the standing offer, bring on board additional subcontractor based on per project need.
- A102 You should submit any known subcontractors under Annex G included in your offer. Offerors may add subcontractors to the list, as required, throughout the Standing Offer period.

Q103 For R2B online, we assume but want to confirm that "participation" is defined as site visitors that registered to be active in a public engagement.

A103 Yes.

Q104 We feel the requirements under Optional Services – Engaging with Indigenous Peoples for two categories (i. Content Development and ii. Two-way Dialogue Engagement Design and Implementation) are very restrictive. In particular, for the Content Development category the need for developing content in an indigenous language AND for the Two-way Dialogue Engagement Design and Implementation category the need to facilitate in an Indigenous language. The reason we've identified these two categories is because we have adapted and tailored both content and in-person processes for Indigenous audiences but not in a local Indigenous language.

We would like to request that for both Content Development and the Two-way Dialogue Engagement Design and Implementation categories, the requirement that the content for one project is provided in (1) local indigenous language and facilitation of one project be in an Indigenous language be removed. This criteria could still be included and considered in the scoring, but not a requirement.

A104 The Optional Services criteria for Engagement with Indigenous People were revised in previous solicitation amendment 007. Please review the latest version of criteria posted on buyandsell.gc.ca. A clean version of the RFSO with all the changes to date was also posted on the buyandsell page alongside solicitation amendment 007.

Q105 In your response to Q71, you use the word "attach" (you may attach samples...). Do you mean that we are invited to attach entire reports or other materials as separate documents? Or, is the expectation that all materials used to support our submission be contained within the response document itself? If we are in fact able to attach samples, how would these be submitted?

A105 Any information or supporting material that is provided in respond to criteria should be included in or appended to your Technical Offer. It should be clear for each criteria where the information and supporting material can be found within your technical offer.

Q106 The Request for Standing Offer states projects need to be within a five year window. Are projects that started earlier but were completed within the five year window eligible?

A106 Yes.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.