

Part 1 - Questions & Answers**Question 001:**

Would Canada consider a Nurse Practitioner for this service?

Answer 001:

Yes. At minimum, the resource must be a registered nurse. Canada will accept a Nurse Practitioner for this service.

Question 002:

If the bidder has more than one resource to propose, can the bidder submit the different resources in separate proposals? Or can the bidder include multiple resources in a single proposal document? Or is the bidder limited to a single resource?

Answer 002:

Please refer to RFP, **PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION, article 4.1.1 Technical Evaluation:** “The Bidder must provide a minimum of one (1) resource, and may provide up to a maximum of three (3) resources. Each resource provided will be evaluated independently.”

That said, the Bidder can provide more than one resource as part of their bid. In their proposal, we ask for evaluation purposes to present the resource separately in order to evaluate each proposed resource(s) independently against the grid evaluation.

Part 2 - Amendment to RFP**1. On the RFP cover page, at Solicitation Closes:**

DELETE: at – à 02:00 PM, on – le December 16, 2019

REPLACE WITH: at – à 02:00 PM, on – le December 23, 2019

2. In the RFP, DELETE PART 3 – BID PREPARATION INSTRUCTIONS in its entirety and REPLACE with the following:**PART 3 – BID PREPARATION INSTRUCTIONS****3.1 Bid Preparation Instructions**

- a. Copies of Bid: Canada requests that bidders provide their bid in separately bound sections as follows :
 - i. Section I: Technical Bid (1 soft copy).

- ii. Section II: Financial Bid (1 soft copy). Canada request that Prices appear in the financial bid only. No prices should be indicated in any other section of the bid.
 - iii. Section III: Certifications (1 soft copy)
- b. Format for Bid: Canada requests that bidders follow the format instructions described below in the preparation of their bid :
- i. use 8.5 x 11 inch (216 mm x 279 mm) paper;
 - ii. use a numbering system that corresponds to the bid solicitation;
 - iii. include a title page at the front of each volume of the bid that includes the title, date, bid solicitation number, bidder's name and address and contact information of its representative;
 - iv. include a table of contents;
 - v. follow the presentation of the evaluation grid when proposing the resource(s);
 - vi. soft copies will be accepted in any of the following electronic formats:
 - Portable Document Format .pdf
 - Microsoft Word 97/2000 (.doc)
 - Microsoft Excel 97/2000 (.xls)
- c. Canada requests that the Bidder submits its bid electronically in accordance with section 8 of the 2003 standard instructions and as amended in Part 2 - Bidder Instructions, Article 2.1 Standard Instructions, Clauses and Conditions. Bidders are required to provide their bid in a single transmission. The total size of the email, including all attachments, must not exceed 10 megabytes (MB). It is solely the Bidder's responsibility to ensure that the total size of the email does not exceed this limit.

Section I: Technical Bid

The Bidder must provide a minimum of one (1) resource, and may provide up to a maximum of three (3) resources. Each resource provided will be evaluated independently.

For proposed resource(s) :

- a) The technical bid must include résumés for the resource(s). The Technical bid must demonstrate that each proposed resource(s) meets the qualification requirements described (including any educational requirements, work experience requirements, and professional designation or membership requirements).
- b) For requirements relating to professional designation or membership, the proposed resource(s) must have the required designation or membership by the time of bid closing and must continue, where applicable, to be a member in good standing of the profession or membership throughout the evaluation period and Contract Period. Where the designation or membership must be demonstrated through a certification, diploma or degree, such document must be current, valid and issued by the entity specified in this solicitation. If the entity is not specified, the issuer must be an accredited or otherwise recognized body,

institution or entity at the time the document was issued. If the degree, diploma or certification was issued by an educational institution outside of Canada, the Bidder must provide a copy of the results of the academic credential assessment and qualification recognition service issued by an agency or organization recognized by the Canadian Information Centre for International Credentials (CICIC).

- c) For work experience to be considered by Canada, the technical bid must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Annex A - Basis of Payment provided in this bid solicitation.

The financial bid must include all costs for the requirement described in the bid solicitation for the entire Contract Period, including any option period(s).

Bidders must include a firm, all-inclusive per diem rate in Canadian dollars in each cell requiring an entry in the pricing tables of the Annex A - Basis of Payment.

Bidders are requested to indicate the total amount of Applicable Taxes, if applicable.

Section III: Certifications

Bidders must submit the certifications required under Part 5 that have not been included in the Technical Bid.

3.1.1 Electronic Payment of Invoices – Bid

The method of invoice payment by Indigenous Services Canada (ISC) is by direct deposit to the Contractor's financial institution of choice.

- 3. In the RFP, PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION, article 4.1.1.1 Mandatory Technical Criteria, DELETE Criteria O3 Years of Clinical experience in its entirety and REPLACE with the following:**

O3 Years of Clinical experience

The bidder's proposed resource as a **Registered Nurse** must have a minimum of sixty (60) months cumulative clinical experience working full-time, or an equivalent number of hours part-time, as a certified **Registered Nurse** in the last one hundred and twenty (120) months outlining for each relevant experience at a minimum the following information:

- a) the location where the work was performed;
- b) the project authority's or the contact person's* name, address, telephone number and email address (if possible);
- c) the start and end dates of the work experience;
- d) a brief description of the type of clinical experience and the clientele served;
- e) a brief explanation of how the accumulated clinical experience will help them with this proposed consultant role; and
- f) the name of the clinic if the proposed resource was self-employed.

The Bidder must also submit the Resume of the proposed resource.

4. In the RFP, DELETE Annex B in its entirety and REPLACE with the following :

ANNEX "B"

BASIS OF PAYMENT

Instructions to Bidders: Bidders must propose an all-inclusive fixed hourly rate for the Initial Contract Period and the Optional Contract Period 1 and 2. Bidders are requested to indicate the applicable taxes.

1. The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work as determine in the Annex A – Statement of Work, to a limitation of expenditure of \$_____ (applicable taxes are extra).
2. The annual level of effort (LOE) is for evaluation purposes only during the solicitation process and does not represent a commitment of the future usage. The LOE is estimated as follow:

Initial Contract period

- Year 1: 140 h
- Year 2: 168h
- Year 3: 202h

Optional Contract periods:

- Year 4: 243h
- Year 5: 292h

3. Hourly rate definition: payment will be for hours actually worked with no provision for meal breaks, annual leave, statutory holidays and sick leave. Time worked which is more or less than an hour will be prorated to reflect actual time worked in accordance with the following formula:

(minutes worked × applicable hourly rate) / 60 minutes

- a. All proposed personnel must be available to work outside normal office hours during the duration of the Contract.
- b. No overtime charges will be authorized under the Contract. All time worked will be compensated according to paragraph above.

FIN1:
Initial Contract Period (Year 1 to Year 3) Date of contract award to April 1st, 2023

Personal category - Registered Nurse	(A)	(B)	(C)
	Estimated Number of hours	All-inclusive fixed hourly rate (\$)	Total Cost (\$) (A) x (B)
Resource name(s):	510 hours	\$ _____	\$ _____
FIN1 : Total Price Initial Contract Period			\$ _____

FIN2:			
Optional Contract Period 1 (Year 4) April 1 st , 2023 to April 1 st , 2024			
Personal category - Registered Nurse	(A)	(B)	(C)
	Estimated Number of hours	All-inclusive fixed hourly rate (\$)	Total Cost (\$) (A) x (B)
Resource name(s):	243 hours	\$ _____	\$ _____
FIN2 : Total Price Optional Contract Period 1			\$ _____

FIN3:			
Optional Contract Period 2 (Year 5) April 1 st , 2024 to April 1 st , 2025			
Personal category - Registered Nurse	(A)	(B)	(C)
	Estimated Number of hours	All-inclusive fixed hourly rate (\$)	Total Cost (\$) (A) x (B)
Resource name(s):	292 hours	\$ _____	\$ _____

FIN3: Total Price Optional Contract Period 2	\$ _____
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Evaluated Price = FIN 1 + FIN 2 + FIN 3 =	\$ _____
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Applicable taxes	\$ _____
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End of the Addendum.