



RETURN BIDS TO : - RETOURNER LES SOUMISSION À:

Canada Revenue Agency
Agence du revenu du Canada
See herein / Voir dans ce document

Proposal to: Canada Revenue Agency
We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein and/or attached hereto, the goods and/or services listed herein and on any attached sheets at the price(s) set out therefor.

Proposition à : l'Agence du revenu du Canada
Nous offrons par la présente de vendre à Sa Majesté la Reine du Chef du Canada, en conformité avec les conditions énoncées dans la présente incluses par référence dans la présente et/ou incluses par référence aux annexes jointes à la présente et ci-jointes, les biens et/ou services énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Bidder's Legal Name and Address - (ensure the Bidder's complete legal name is properly set out)
Raison sociale et adresse du Soumissionnaire - (s'assurer que le nom légal au complet du soumissionnaire est correctement indiqué)

Blank lines for bidder information

Bidder is required to identify below the name and title of the individual authorized to sign on behalf of the Bidder - Soumissionnaire doit identifier ci-bas le nom et le titre de la personne autorisée à signer au nom du soumissionnaire

Name /Nom

Title/Titre

Signature

Date (yyyy-mm-dd)/(aaaa-mm-jj)

Telephone No. - No de téléphone

Fax No. - No de télécopieur

E-mail address - Adresse de courriel

AMENDMENT TO REQUEST FOR PROPOSAL / MODIFICATION DE DEMANDE DE PROPOSITION

Table with 2 columns: Solicitation No. - No de l'invitation, Date(yyyy-mm-dd)(aaaa-mm-jj), Amendment No. - N° modif., Solicitation closes - L'invitation prend fin, Time zone - Fuseau horaire, Contracting Authority - Autorité contractante, Telephone No. - No de téléphone, Destination - Destination, THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT.



## SOLICITATION AMENDMENT # 001

This solicitation amendment is raised to:

1. Address the following questions submitted during the solicitation period as per RFP; and
2. Amend the RFP.

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### 1. QUESTIONS AND ANSWERS

**Q1. Is the Medical Director or Senior Medical Officer required to review and sign off every Occupational Fitness Assessment Form (OFAF) as part of the quality control process or is their oversight of the QC process sufficient?**

**A1:** The Canada Revenue Agency (CRA) will require the Medical Director or Senior Medical Officer to sign every OFAF. As indicated in section 7.0 Tasks and their associated Service Standards (paragraphs 7.4 and 7.5) and section 9.0 Quality Assurance, the Medical Director or Senior Medical Officer must review every Occupational Fitness Assessment Form as provided in Appendix E (OFAF) to ensure a quality product is released. A section will be added to the OFAF for their signature. The revised OFAF will be provided to the Contractor when it becomes available. Please refer below to Section 2, Amendments to RFP, item #1.

**Q2 A). Is the Bidder required to apply for a PKI subscription prior to the RFP closing as indicated in Part 4 Evaluations section 8a) Public Key Infrastructure Documents for Proof of Proposal (POP), or can this wait until prior to the award per section 18.0 Secure Online Communications Requirements - a) Public Key Infrastructure under Annex A – Statement of Work?**

**Q2 B). How long does it take to get a subscription?**

**A2 A):** At the CRA's request, the Bidder with the highest ranked responsive bid must provide the PKI subscriber documents to proceed to the Proof of Proposal (POP) testing in accordance to article 8a) "Public Key Infrastructure Documents for POP" of Step 4 – Basis of Selection.

Refer below to Section 2, Amendments to RFP, item #2A and #2B.

**A2 B):** We currently do not have an estimate on the timelines to become a PKI subscriber.

**Q3. Is it required to provide the names of the assessors in the RFP? If yes, where should the assessor be identified? Should they be identified in Table R2.1 – Geographic Capacity for providing a health assessment service or elsewhere?**

**A3:** For the purpose of completing Table 2.1 – Geographic Capacity for providing a health assessment service, it is not required to provide the names of the assessors, only the address of the office location. Please refer below to Section 2, Amendment to RFP, Item #3 and #4.

**Q4 A). There is some confusion around the PKI subscription. Our understanding of PKI mail is that it is a secure webmail platform that CRA uses.**

**Q4 B). The confusion is in the discrepancy between section 18.0 Secure Online Communications Requirements where the selection of whether to use PKI email or Secure Webmail is to be determined by CRA prior to contract award...AND... in point 8 Proof of Proposal Testing (POP) on page 18 of the RFP document under Step 4 – Basis of Selection and 8a) Public Key Infrastructure Documents for POP where it indicates that the bidder must first become PKI subscribers so the proposals can be tested.**

**Q4 C). Please confirm if it is necessary to become a PKI subscriber before the bid closes or before the contract is awarded, or if it is necessary to become one if we provide secure webmail solution that meets the CRA requirements.**



A4 A): Public Key Infrastructure (PKI) and Secure Webmail are two different methods of secure online communications solutions. CRA's current contract uses a Secure Webmail solution. CRA would like to implement a PKI solution for this contract.

A4 B): Please see response A2 A). Please also refer to the following paragraph under Section 8.0 Proof of Proposal Testing (POP).

If the proposed solution fails to meet one of the tested requirements of the SOW at the end of the 10 working day test period, or the solution cannot be implemented for other reasons as deemed acceptable by the CRA, the Bidder must be able to provide a secure email solution for Proof of Proposal Testing, as per the requirements of the SOW.

A4 C): Please see responses A2 A) and A4 B).

**Q5. Also, would you please clarify what is meant in point 8 Proof of Proposal Testing (POP) on page 18 of the RFP document under Step 4 – Basis of Selection? It states “The Bidder with the highest ranked responsive bid as defined in Step 4 will proceed to the Proof of Proposal Testing phase of the evaluation for the PKI solution.” How will the Proposal be tested and please explain what is meant by the PKI solution?**

A5: Please see response A2 A).



## 2. AMENDMENTS TO THE RFP

### 1. At section 8.0 “CRA Forms, templates and reference documents” in Annex A: Statement of Work

**INSERT the following statement after the list of documents:**

The list of forms and documents is intended to ensure the understanding of the process that will be used as well as the critical terms used within this Statement of Work (SOW). Any updates to these forms or documents or the use of additional forms will be provided to the Contractor if and when they become available.

### 2. A) At Article 8a) “Public Key Infrastructure Documents for POP” of Step 4 – Basis of Selection

**DELETE:**

The following information should be provided with the bid to enable the Bidder for the secure electronic transmission of data with the CRA.

**REPLACE with:**

The following information **must** be provided at the Proof of Proposal (POP) testing phase to enable the Bidder for the secure electronic transmission of data with the CRA.

### B) At section a) Public Key Infrastructure (PKI) under section 18.0 “Secure Online Communications Requirements” in Annex A: Statement of Work

**DELETE:**

The Contractor must become a CRA PKI subscriber prior to Contract award and maintain its status as a subscriber for the period of any resulting Contract including any exercised option period(s).

PKI requirements are identified in Attachment 5: Certifications required to be submitted prior to contract award.

**REPLACE with:**

A PKI is an automated system that manages the generation, maintenance, and delivery of encryption and digital signature keys. Additional information can be found at:

<https://www.canada.ca/en/revenue-agency/services/e-services/public-key-infrastructure/about-public-key-infrastructure.html>

The Contractor must provide the PKI documents to become a CRA PKI subscriber during the Proof of Proposal testing and maintain its status as a subscriber for the period of any resulting Contract including any exercised option period(s).

### 3. At Table R2.1 “Geographic Capacity for providing a health assessment service”

**DELETE the header of Table R2.1:**

**Table R2.1 - Geographic Capacity for providing a health assessment service**

#	Region	Prov./Terr.	City	Location of Identified Physician
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**INSERT:**

**Table R2.1 - Geographic Capacity for providing a health assessment service**

#	Region	Prov./Terr.	City	Office Location of Identified Physician (municipal address, city, province, postal code)
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#### 4. At Article 7.8 Security Requirements

**INSERT** the following paragraph following item #1:

Contractor personnel or subcontracts must each hold a valid Reliability status screening. Security requirements, at the reliability status for physicians and health practitioners, recruited by the Contractor are waived and replaced with the Contractor's confirmation that the physician or health practitioner's medical license are in good standing with applicable provincial medical regulatory authority. The Contractor will be required to confirm that its physicians and health practitioners are in good standing with applicable provincial medical regulatory authority, by providing the CRA with a roster of their names and license numbers prior to contract award and any exercised option periods.

At its sole discretion, Canada may reinstate the security requirement of Reliability Status for physicians and health practitioners at any time during the period of the Contract, including any extension thereto by giving written notice to the contractor.

#### 5. At Annex B: Basis of Payment

**DELETE** the following statement:

The Contractor shall be paid a firm all-inclusive unit price (flat rate) per FTWE per employee.

and **REPLACE** with:

The Contractor shall be paid a firm all-inclusive unit price (flat rate) per FTWE for Work as described in Annex A at section 6.0 "Overview of Tasks".

**INSERT** at the end of the Annex B: Basis of Payment:

All payments are subject to Government audit.

**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED**