

T8080-190394
Amendment 003

Proposals must be received at the above noted address no later than 14:00 hours (2 p.m.) Atlantic Daylight Savings Time (ADT) on ~~Wednesday April 15, 2020~~ **Thursday, April 30, 2020.**

Question 8:

Thank you for the response to our earlier question in Answer 2 of T8080-190394 Amendment 001. However, the option to obtain and provide a CICIC certificate is not realistic within the timeframe for this RFP as the process is somewhat lengthy (and also incurs several costs). As the original and modified requirements do not represent a logical pre-requisite for the conduct of the work we request that this mandatory criterion be deleted.

Answer 8:

Mandatory Requirement M1.2 will not be deleted. However, a revision has been made to M1.2 to allow a Bidder, who does not meet the mandatory education requirement, to meet this requirement by demonstrating a minimum of five years of professional-level work experience conducting research, data collection and analysis.

Please refer to revised M1.2 below.

Revised: M1.2. The Bidder must either demonstrate that each proposed resource of the project team have at a minimum a valid undergraduate degree from a Canadian university **OR** from a recognized institution with a certificate attesting to its equivalency to a Canadian university degree **OR** demonstrate a minimum five years of professional-level work experience conducting research, data collection and analysis.

*To demonstrate valid undergraduate degree a copy of the degree **must** be included in the bidder's technical proposal.*

*To demonstrate a minimum of 5 years full-time work experience conducting research, data collection and analysis, a Bidder **must** include chronological work experience including dates and explanations of how the work experience will support requirements of the contract and **must** be clearly identified in the bidder's technical proposal.*

Question 9:

The evaluation criteria indicates that 105 out of 115 points are based on the qualifications of the "lead resource". Is the lead resource an individual or a company? If the "lead resource" is an individual, over 90% of the scoring is based on the evaluation of one person, whereas a broad team of people will be needed to conduct this study (with no consideration given to their background/skills) – is that your intention?

Answer 9:

Bidders must propose a team of resources to conduct the work. Each proposed resource will be evaluated against Mandatory Requirement M1.2. For each bullet/area under R1 and R2, Bidders must propose one resource for individual evaluation. A Bidder can propose the same resource to be evaluated

for all bullets/areas or propose a different resource for each one.

Please refer to M1.1 revision below and M1.2 revision for clarification.

Revised: M1.1 The bidder must propose and clearly identify, by providing the names and detailed resumes, a team of resources to complete the work as described in the statement of work demonstrating that they meet the minimum mandatory requirements (educational, professional designations and work experience). The Bidder must describe the structure of the team and include a description of the role that each resource will undertake. The Bidder must propose a resource to be evaluated for each individual bullet/area listed under R1 and R2. Only one resource will be evaluated against each bullet/area. A Bidder can propose the same resource to be evaluated for all bullets/areas or propose a different resource for each one.

**Detailed resume is defined such as:*

- Name of the resource;*
- Chronological work experience relevant to the provision of services described within the Terms of Reference (indicated in years and months, such as experience in the area of waste management or the shipping industry);*
- Education and professional attainment in relation to Terms of reference by providing formal Training - listed in chronological order by course/program title and the duration (days/months/years) with start and end dates; and where, when and how the experience was obtained.*

It is the responsibility of the Bidder to ensure each resources resume is sufficiently detailed to enable a full evaluation.

Revised:

*R1: For each of the following areas, the bidder must demonstrate that **one** proposed resource of the project team, has the relevant experience, at the time of bid closing: Please see R1 for bullets/areas.*

Revised:

*R2: For each of the following areas, the bidder must demonstrate that **one** proposed resource of the project team, has the relevant experience, at the time of bid closing: Please see R2 for bullets/areas.*

Question 10:

The evaluation criteria does not allocate any points towards the actual approach and methodology that the proponent suggests. This is atypical of Federal government solicitations that always allocate a significant proportion of scoring to a sensible methodology that can reasonably be expected to achieve project objectives, and which account for expected information gaps with contingency plans or methodological adjustments. Is it your intention to ignore the proposed approach and methodology when choosing a project team? If not, then some evaluation points should be allocated to the approach and methodology.

Answer 10:

The Work plan (M3) and Methodology (M4) will be evaluated as Mandatory Requirements, therefore no technical evaluation points will be allocated. However, to provide further clarity on what is to be included in the M3 (Work plan) and M4 (Methodology), revised descriptions can be found below.

Revised:

M3

Work plan - To be developed by the bidder.

The Bidder **must** provide a work plan that they would use to conduct the tasks described in Annex A - Statement of Work.

Work plan structure **must**:

- 1) Outline a clear project schedule aligned with the requirements described in Annex A - Statement of Work;
 - o Tasks, deliverables and estimates are logically organized;
 - o Tasks that are dependent on other tasks are identified;
 - o Tasks relevant, feasible, logical and appropriate;
- 2) Identify which resource is doing which tasks, how much time and level of effort each task is expected to take, and when each task is scheduled to begin and end;
- 3) Clearly outline standard and typical assumptions made; and
- 4) Outline an effective method to manage and communicate variances to the proposed project plan as well as manage the review and approval process for modifying the baselines.

M4

Methodology - To be developed by the bidder.

The Bidder **must** clearly outline the approach and proposed methodology to meet the requirements as well as the degree of success expected. The approach **must** include clear descriptions of the proposed system for quality control for data gathering and its analysis and reporting.

Sufficient detail **must** be provided to demonstrate:

- How the Bidder intends to collect and analyze the information necessary to perform the tasks, including a preliminary description of data collection methods, its limitations, mitigation measures and data sources to be used; and

- The Bidders grasp of the requirements to develop a methodology for a research project.

Question 11:

In light of the current emergency, we respectfully request that Transport Canada reconsider its insistence that this proposal be delivered in multiple hard copies. While we and most other organizations can develop and deliver electronic files while working from home, assembling and delivering a large proposal requires the use of office facilities and close proximity to others. We suggest that it is highly inappropriate to require this approach. We further request that TC considers what types of documentation should be included with the proposal to reduce the need for physical items that require scanning and/or signature.

Answer 11:

ENVELOPE 1 - TECHNICAL PROPOSAL –

Only **one (1)** copy of the Technical Proposal is required.

ENVELOPE 2 - COST PROPOSAL

Bidders shall complete and return **one (1) copy** of the “Offer of Services” (Appendix “A”) form in Envelope 2.

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