



#### ADDENDUM # 4

Date: July 21, 2020

Title: Professional Legal Advisory Services in the United Kingdom with a Specialization in U.K. Pensions, Benefits and Employment Law

Solicitation Number: 20-172633-HLDP-AB

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The Department of Foreign Affairs, Trade and Development hereby amends, in accordance with this addendum the Request for Proposals (RFP) for the provision of legal advisory services, bearing number 20-172633-HLDP-AB, and dated June 2, 2020. This addendum hereby forms part of the RFP and the purpose is to:

1. Answer questions received related to the RFP

This addendum is issued prior to receipt of bids to provide for certain revisions to and clarification of the solicitation documents.

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#### QUESTIONS AND ANSWERS

**Q20.** You have given indications of maximum annual spend (£50,000) and maximum overall contract spend on a 5 + 3 basis (£340,000) with any rate increases built in over the 5 + 3 period – are you requesting a 5 year total and an 8 year total or just an 8-year total?

**A20.** We are requesting that bidders to provide firm all-inclusive hourly rates for each of the categories noted in the Pricing Schedule for each of the years noted. While the first 5 years form the initial contract period, there are 3 additional one-year irrevocable option periods available. We are requesting firm all-inclusive hourly rates for all of the 8 years. It is up to the bidder to determine their firm all-inclusive hourly rates for each of the categories for each of the years noted. Bidders can include rate increases each year if they choose, however, Canada expects not to re-negotiate the rates throughout the eight years. Bidders should provide firm all-inclusive hourly rates for each year, ie. Year 1, Year 2, Year 3, Year 4, Year 5, Year 6, Year 7, Year 8.

Please note that as per Annex “B” – Basis of Payment, the maximum contract value for the 5-year initial period is £350,000 GBP. The maximum contract value for each of the 3 option periods is £50,000 GBP, therefore if all 3 optional periods are used, the total 8-year maximum contract value is £500,000 GBP.

**Q21.** We will include estimates for at least 2 special projects as indicated, but we would expect to be able to agree pricing adjustments in particular circumstances especially taking into account the current global health and economic position – is this acceptable?

**A21.** The expectation is that the bidders will bid firm all-inclusive hourly rates for all the categories noted in the pricing schedule, for 8 years. The first 5 years’ form part of the initial contract period, and the last 3 years are one-year irrevocable optional periods. Canada expects the hourly rates to remain as per the bid submitted throughout the eight years of the contract and not be re-negotiated. The estimated hours provided in the Pricing Schedule are an estimate for the level of effort that may be required to complete the work under the Mandate and is for evaluation purposes only. All of the work to be done in regards to the Mandate will be issued in the form of individual Task Authorizations, as per the Task Authorization process outlined in section 5.3 of the Draft Contract.

**Q22.** We note that there are no minimum pricing criteria – is that correct?



**A22.** That is correct. Please refer to Section 4.2 Basis of Selection – Highest Combined Rating Technical Merit (60%) and Price (40%) for the scoring methodology. Please keep in mind that the total bid evaluated price is for evaluation purposes only.

**Q23.** Our assumption for fee estimates for years where there are no special projects is based on our experience of business as usual work for an employer with these type of benefit arrangements – is that acceptable?

**A23.** The expectation is that the bidders will provide firm all-inclusive hourly rates for all the categories noted in the pricing schedule, for a total of 8 years (5-year initial contract period + 3 one-year option periods). This firm all-inclusive hourly rates for each of the categories will be used irrespective of the work to be done under the Mandate in each of the individual Task Authorizations issued.

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**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED**