



Transport
Canada

Transports
Canada

PLACE DE VILLE
TOWER "C", 330 SPARKS STREET
OTTAWA, ONTARIO
K1A 0N5

July 23, 2020

ADDENDUM NO. 1

Subject: Request for Proposal No. T8080-200037
Senior ATIP Resources for Transport Canada

Further to the above-mentioned Request for Proposal, this Addendum (#1) is to advise potential bidders of the question(s) received during this tender call to date. Both the question(s) and the response(s) are indicated in the attached Annex A-1.

All other terms and conditions remain unchanged.

Tenderers are to acknowledge this Addendum by signing in the space provided below and enclosing a copy of this document with their tender submission.

Yours truly,

Barbara Gorman
Contracting Specialist
Materiel and Contracting Services
Email: barbara.gorman@tc.gc.ca

RECEIPT ACKNOWLEDGED

Name of Company _____

Signature _____



Annex A-1.

Questions and Answers in English #1:

Questions A: Will the Crown please confirm the number of resources the bidders need to submit with this bid to be compliant. It is not clear from the RFP if the bidders need to submit 1 or 3 or all the 4 resources.

Answer A: The bidders can submit up to 4 resources, but must submit a separate bid for each proposed Resource.

Questions B: Was there an incumbent who performed the similar tasks over the past 24 months? If so, will the Crown please disclose the Company name, contract value and contract related detail?

Answer B: Yes, it was a call-up against a standing offer for temporary help with Excel Human Resources, the contract value is 245,036.78\$. The workplace location is 330 Sparks Street. Total of 299 estimated number of days. There were option periods and the contract will end December 25, 2020. The other contract was a call-up against a standing offer for temporary help with C.L.A. Personnel, the contract value is 208,076\$. The workplace location is 330 Sparks Street. Total of 315 estimated number of days. There were option periods and the contract will end December 6, 2020

Questions C: Is there an incumbent currently providing these services?

Answer C: Yes

Questions D: The question deadline is 20 days before closing. This is quite a short question period, when the standard across government is 5 business days. Would the client consider extending the question period or extending the bid?

Answer D: No

Questions E: On page 12 of the RFP it states that "Bidders are permitted to propose multiple Resources, but must submit a separate bid for each proposed Resource". We believe that this will create extra work for the evaluation team. It is common practice to allow bidders to submit multiple resources on the same bid provided that there is a separate grid and resume for each resource and that it is clearly labelled. Would the client allow bidders to submit multiple resources on the same bid?

Answer E: No, The bidders can submit up to 4 resources, but must submit a separate bid for each proposed Resource as described at 3.2.1 "A bid submission containing more than one proposed Resource is not permitted".

Questions F: The customer reference form is required to be submitted with the bid. However, we are concerned that this process does not ensure the confidentiality of reference responses. Would the client consider removing the requirement for this to be submitted with the bid, and instead contacting references directly at a later stage in evaluation?

Answer F: No

Questions G: M1 indicates that candidate resumes may be no more than 5 pages long. Given the amount of information that is required in response to further mandatory and rated criteria, we feel that this will not allow for candidates to present detailed responses and file samples. Could the client please remove the page limit for candidate resumes?

Answer G: No

Questions H: M2 and M3 state that we must provide “a brief summary of duties” with a limit of 400 words. Could the client please confirm that this 400 word limit applies to each *project* identified in response to the criteria, and not to the entire M2 response or entire M3 response?

Answer H: The 400 word limit applies to each project identified in response to the criteria, as follows: “point form and no more than 400 words”

Questions I: Can you confirm the maximum number of resource that can be submitted for consideration?

Answer I: The bidders can submit up to 4 resources, but must submit a separate bid for each proposed Resource.