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

August 11, 2020

ADDENDUM 1

Subject: Request for Proposal No. T8080-200137
Design, Facilitation, and Evaluation of exercises for testing electronic shipping documents for all modes.

Further to the above-mentioned Request for Proposal, this Addendum (#1) is to advise potential bidders that of questions received during this tender call to date. Both the question and the response is 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,

Natasha Blackstein
Contracting Specialist
Materiel and Contracting Services
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RECEIPT ACKNOWLEDGED

Name of Company _____

Signature _____

Canada

Annex A-1

- Q1.** Regarding the Statement of Work as outlined in Annex A: Is there an estimated budget or maximum available budget for this project that includes up to a total of five (5) exercises?
- A1.** We understand that the cost for each exercise will vary depending on the location and scenario to be tested. Therefore, the maximum available budget for each exercise is \$80,000 which would include travel, living, other hospitality expenses and all applicable taxes.
- Q2.** Regarding Section 13.0 Contractor's Obligations (Annex A) the supplier will attend all exercises in person and will cover all travel and hospitality costs associated with this contract.
- a). Please clarify the requirement to attend and hold all exercises in person considering current COVID-19 inter-provincial travel restrictions and other guidance for indoor gatherings.
- A2.** The exercises will be held in accordance to the rules and regulations established by the individual provinces. Depending on the rules in place, some regions may not have an exercise. For example, if there are restrictions for visitors entering a province such as a travel ban or mandatory quarantine, an exercise will not be held in that province.

Due to the uncertainty of pandemic, the supplier will need to prepare for an exercise that takes place outdoors, indoors and virtually to ensure safety requirements are met. However, the simulation-component must be held in-person and outdoors but if required, the other components of the exercise could be conducted outdoors or virtually.

It will be the responsibility of the supplier to ensure that safety protocols set forth by the province are followed (e.g., ensuring the number of participants does not exceed gathering limits, ensuring the location is large enough to accommodate 2 m distance between participants, providing hand sanitizer and masks, etc.).

- Q3.** b). Please clarify the requirement for the supplier to cover all travel and hospitality costs associated with this contract – are the hospitality costs (e.g., facility rental, catering services, etc.) to be included in the financial estimate (Annex B, Basis of Payment) for the project?
- A3.** Yes. Hospitality costs should be included in the proposal.