



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Bid Receiving - PWGSC / Réception des soumissions -
TPSGC
11 Laurier St. / 11, rue Laurier
Place du Portage, Phase III
Core 0B2 / Noyau 0B2
Gatineau, Québec K1A 0S5
Bid Fax: (819) 997-9776

**SOLICITATION AMENDMENT
MODIFICATION DE L'INVITATION**

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

Comments - Commentaires

**Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Business Management and Consulting Services Division
/ Division des services de gestion des affaires et de
consultation
Terrasses de la Chaudière 5th Floor
Terrasses de la Chaudière 5e étage
10 Wellington Street
10, rue Wellington
Gatineau
Québec
K1A 0S5

Title - Sujet Acquisition Card	
Solicitation No. - N° de l'invitation EN891-203243/A	Amendment No. - N° modif. 001
Client Reference No. - N° de référence du client 20203243	Date 2020-08-14
GETS Reference No. - N° de référence de SEAG PW-\$\$ZG-428-38343	
File No. - N° de dossier 428zg.EN891-203243	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2020-09-04	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Fournel, Karine	Buyer Id - Id de l'acheteur 428zg
Telephone No. - N° de téléphone (613) 858-8698 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

Solicitation No. - N° de l'invitation
EN891-203243/A
Client Ref. No. - N° de réf. du client
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Amd. No. - N° de la modif.
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This first (001) solicitation amendment is raised to answer questions from the Industry.

Q1: When consulting the two quotes version posted on SEAO, one contains pages 1 to 65, while the other contains pages 1 to 66. Page 66 is missing. Please confirm that this is indeed a pagination error?

A1: Yes it's a pagination error, the document should end at page 65.

Q2: On page 9, point 3.1. (a) (ii), Sections I, II and III are listed whereas on page 10 of 66, there is a Section IV. Should a fourth document be provided or should we include Section IV within Section III?

A2: Section IV will only apply if your organization has a former public servant working on this particular file.

Q3: In Section II - Financial Bid - point A (page 9 of 65/66) the words "and Attachment 2 to Part 3" is written twice, is this an error or are you referring to another attachment?

A3: It should only be written once.(typo)

Q4: In which section of the bid submission should the point 7.4.3 page 40 be added?

A4: It should be placed as described.

Q5: In the section Attachment 1 to Part 4, pages 22/23, in what format should we respond to MTC1-MTC4 and RTC1.1-RTC6.2?

A5: There is no specific format however, your response should be clear and concise.

Q6: Question RTC3.3 should we consider a transition period of 12 months with your current partners as specified in point 7.3.3 on page 38 of 66?

A6: A transition period should be considered.

Q7: Annex A, Statement of work, point 2.4(vi): Is the paper version mandatory if we keep the electronic versions?

A7: Yes

Q8: Annex A, Statement of work, point 2.9: What section of the bid submission should we provide the recommendation in RTC1.1?

A8: it could be part of the RTC1.1 answer, but the bidder needs to provide its answer to point 2.9 separately as well.

Solicitation No. - N° de l'invitation
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Q9: Annex A, Statement of work, point 4: Is this point mandatory or could a selected issuer not offer this option?

A10: Not mandatory but highly recommended.

Q10: Annex A, Statement of work, point 4: Can Canada provide an approximate number of cheques per year in total and/or by departments?

A10: Approximately 700 cheques annually.

Q11: Annex A, Statement of work, point 4.2. (i): Is it mandatory to provide fax copies of cheques?

A11: Either fax or electronic copies.

Q12: Annex A, Statement of work, point 4.3: Is carbon copying mandatory if we have the electronic copies? Are booklets mandatory if electronic copies are available?

A12: Yes as convenience cheques are used in remote areas where an electronic option may not be available.

Q13: Attachment 1 to part 3 Section 2.1 : Rebate proposal and scoring guide: section T-Bill 90 days rate use in financial calculation example seems to be high (3,00%). If we go on the current website, its 0.17% as the 31st of July. Are we using the right one?

A13: The T-Bill rate of 3% is given as an example for calculation purposes only.

Q14: Annex A, Statement of work, point 3.4: Is it possible to know the number of disputed transactions and associated volume in a year?

A14: Disputes are very low, around 600 transactions yearly, which represents less than 0.025% of total spend.

Q15: Annex A, Statement of work, point 2.6 v): What is implied by the product code bar? Is it the GL code, the MCC or the universal code bar on a selling product?

A15: The one associated with the department's GL.

Q16: Annex A, Statement of work, point 2.6 x): With regard to your EPR, is Canada hoping to set up an automatic file delivery?

A16: Yes. ERP Departments' system to be connected to the provider ERP through electronic flat file.

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Q17: How should the taxes be presented in all schedule rebate, Attachment 1 to part 3 and Attachment 2 to part 3?

A17: To our knowledge, there are no associated taxes.

Q18: Section 2.9 Program Enhancement (Page 55 of 66) - The Contractor agrees to consider the possibility of adopting an e-catalog solution by allowing the conduction of a pilot project. Can you elaborate of what is meant by 'e-catalog'?

A18: Currently the acquisition card is not a payment option in the e-catalogue. The government of Canada is conducting analysis on e-payables integration as an acquisition card payment option, which would allow for the e-catalogue inclusion. Should some departments elect to use the e-catalogue, which means requiring an e-payables, then its integration to the acquisition card can significantly reduce the transaction costs through streamlining document approval workflow, reducing the time spend searching for items, as well as automating reconciliation-activities. This also provides improved-quality data that can be leveraged for spend analysis and serve for future Government's spending negotiations. For these reasons, depending on the analysis' outcomes, the RG may consider a conduction of a pilot-project during the new contract timeline.

Q19: Section 2.9 Program Enhancement (Page 55 of 66) - The Contractor is encouraged to consider sending a single envelope for a card when it is ordered, if it remains secure, which means when the card is received, there is no need to wait to also receive another envelope with the PIN. This lessens the chances of a card arriving without a PIN or vice versa. Can you confirm that Canada is suggesting the Card and PIN be sent in one envelope i.e. at the same time?

A19: Yes if it allows the speed up of the card and pin reception, but only if the provider insures this procedure remains secure.

Q20: Rated Requirement RTC1.3 (Database location). The scoring/points does not provide an option for data stored in both Canada and US. Can a points-option be added to reflect Canada and the US?

A20: There will be no addition, but if a provider has its data stored in both Canada and the US then will have a scoring of both countries divided by 2. As an example, the provider will be granted 25 points for Canada and 20 points for the US, which means a result of $25+20/2=22.5$.

Q21: Annex B, Basis of rebate and basis of payment section 1.0. Is there the option to tier the dollar volume and BP in the Dollar Volume Rebate table? For example: \$0-\$500,000,000 = 100 BPS / \$500,000,001-\$750,000,000 = 102 BPS / \$750,000,001 - \$1,000,000,000 = 105 BPS etc.

Q21: No.

Q22: Annex B, Basis of rebate and basis of payment section 1.0. Is there the option to provide a second table with a different BP rate for any volume attributed to e-Payables?

A22: Not yet, but could be considered should the Government elect to integrate the e-payables as an acquisition card payment option.

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Q23: Can 'Section 30 (2020-05-28) Termination for Convenience' be modified to allow an option for termination with notice by the Contractor?

A23: Section 30 of the General Conditions 2035 cannot be modified for this competitive solicitation.
