



## ADDENDUM TO REQUEST FOR PROPOSALS (RFP) ADDENDUM 005

The Department of Foreign Affairs, Trade and Development (the department) hereby amends, in accordance with this Addendum the Request for Proposals for the provision of Support for a Professional and Inclusive Police in Haiti (SPIP), bearing number 2020-P-005628-1, and dated July 26, 2020 (the RFP). This Addendum hereby forms part of the RFP. The purpose of this Addendum is to:

1. Provide responses to questions received; and
2. Provide for changes to the RFP.

### 1. Questions and Answers

The following question(s) have been received, and the department hereby answers as follows:

#### 1.1 Question No. 01:

- **Question:** With reference to Requirement 7.2e (p 102), can DFATD please confirm that years of experience integrating a results-based management (RBM) approach across different eligible assignments can be combined to meet this requirement, and that a point will be awarded for each year of experience integrating an RBM approach, consistent with Requirement 8.2g.
- **Answer:** For Requirement 7.2 e), points are not allocated on a “per year of experience basis”. To be awarded full points the Bidder must demonstrate the necessary experience by providing assignments, which meet the elements detailed in the instructions for Requirement 7.2. If the cumulative years demonstrated is for a duration of at least 5 years, full points would be awarded.

#### 1.2 Question No. 02:

- **Question:** With reference to Requirement 7.2g (p.102), can DFATD please confirm that the awarding of points is solely dependent on the scope of the integration of gender within the project managed by the candidate (i.e, the main theme of the project, an element of the project, or 1 or more of the project’s one-time activities), and not based on the number of years of experience in the various forms of gender integration.
- **Answer:** Correct, points will not be awarded based on the number of years of experience.



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### 1.3 Question No. 03:

- **Question:** With reference to Requirement 8.2a) (p. 103) can DFATD please confirm that the awarding of points for each demonstrated area of expertise (i.e., experience in organizational analysis and assessment of HRM capacity building needs, development of an HRM capacity-building plan, and provision of HRM consulting services) is not dependent on the number of years of experience acquired in each area.
- **Answer:** For Requirement 8.2 a), points are not allocated on a “per year of experience basis”. To be awarded full points the Bidder must demonstrate the necessary experience by providing assignments, which meet the elements detailed in the instructions for Requirement 8.2.

### 1.4 Question No. 04:

- **Question:** Referring to Section 5 – Evaluation Criteria, the methodology section is to be 7 pages, excluding TECH 5A and B, broken down as follows:  
Requirement 3 = maximum 3.5 pages (138 points);  
Requirement 4 = maximum 1.5 pages (60 points);  
Requirement 5.1 = TECH 5A (50 points); and  
Requirement 6 = TECH 5B (60 points).

Logically, this leaves a maximum of 2 pages for Requirement 5.2 (21 points). In light of the complexity of Requirement 3, we request that the page length for that requirement be amended to a maximum of 5 pages out of the total 7 pages.

- **Answer:** The page limitations have been revised; please refer to Section 2 of this Addendum.

### 1.5 Question No. 05:

- **Question:** Referring to Section 1 – Data Sheet, section 11.15 / 11.19 / 12.4 (d), the guidance states “Should the Bidder include any positions, other than those identified by DFATD, they will be deemed not included in the Bidder’s financial proposal. The costs associated with these positions will not be taken into consideration in the financial evaluation nor will they be included in the resulting contract.” However, on Form FIN1-A, Cost of Personnel, there is a second fees table for “Fees for Other Personnel Positions Identified by the bidder in its methodology...” Can DFATD confirm whether the Bidder can include positions beyond those that are listed in Section 1 – Data Sheet, section 9.8 (b) / 9.8 (a) / 11.18 / 9.8 (c) / 11.19, and not considered part of the \$2,000,000 set-aside for Other Personnel and Contractors?



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- **Answer:** For this requirement, DFATD has identified 6 positions, with fixed level of effort, which are required to perform services in accordance with the Terms of Reference. In determining their methodologies, Bidder's may see the need of additional personnel positions required to carry out the work, and therefore DFATD has allowed the Bidder's flexibility to propose these additional personnel in their proposals.

Bidders are encouraged to include, in their methodologies, additional "Personnel Positions including administrative, financial and project management staff required by the Bidder to implement the project." The fees related to any position identified by the Bidder are to be included in the second chart in Form FIN-1.

For the purposes of this RFP, in the Data Sheet 11.19 and 12.4 (d), the paragraph "Should the Bidder include any positions, other than those identified by DFATD, they will be deemed not included in the Bidder's financial proposal. The costs associated with these positions will not be taken into consideration in the financial evaluation nor will they be included in the resulting contract." refers to any additional positions identified by the Bidder in its methodology but not included in the second chart in Form FIN-1 or vice versa.

### 1.6 Question No. 06:

- **Question:** Referring to Section 5 – Evaluation Criteria, Requirements 7.1.2, 8.1.2 and 9.1.2 state "Training in the areas listed in (7.1.1, 8.1.1, and 9.1.1) that were not used as "highest level of education completed" can be counted as additional training." Please confirm that degrees and diplomas obtained that fit this parameter are exempt from the 10 year timeframe.
- **Answer:** The 10 year time restriction has been removed; please refer to Section 2 of this Addendum.



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### 2. Change to the RFP

#### 2.1 At Section 5. Evaluation Criteria, Requirement 3:

**DELETE:**

“Limit of 3 and a half (3.5) pages.”

#### 2.2 At Section 5. Evaluation Criteria, Requirement 4:

**DELETE:**

“Limit of 1 and a half (1.5) pages.”

#### 2.3 At Section 5. Evaluation Criteria, Requirement 6:

**DELETE:**

“For each risk, a maximum of 1 page is allowed, for a total of 2 pages.”

#### 2.4 At Section 5. Evaluation Criteria, Requirement 7.1.2:

**DELETE:**

“Professional development completed in the 10 years prior to the closing date for this RFP and not part of the level of education assessed in 7.1.1, in 1 of the following areas\* (1 point per additional training, for a maximum 5 points)”

**INSERT:**

“Professional development completed prior to the closing date for this RFP and not part of the level of education assessed in 7.1.1, in 1 of the following areas\* (1 point per additional training, for a maximum 5 points)”

#### 2.5 At Section 5. Evaluation Criteria, Requirement 8.1.2:

**DELETE:**

“Professional development completed in the 10 years prior to the closing date for this RFP and not part of the level of education assessed in 8.1.1, in 1 of the following areas\* (1 point per additional training, for a maximum 5 points)”

**INSERT:**

“Professional development completed prior to the closing date for this RFP and not part of the level of education assessed in 8.1.1, in 1 of the following areas\* (1 point per additional training, for a maximum 5 points)”



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**2.6** At Section 5. Evaluation Criteria, Requirement 9.1.2:

**DELETE:**

“Professional development completed in the 10 years prior to the closing date for this RFP and not part of the level of education assessed in 9.1.1, in 1 of the following areas\* (1 point per additional training, for a maximum 5 points)”

**INSERT:**

“Professional development completed prior to the closing date for this RFP and not part of the level of education assessed in 9.1.1, in 1 of the following areas\* (1 point per additional training, for a maximum 5 points)”

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**ALL OTHER TERMS AND CONDITIONS OF THE SOLICITATION  
REMAIN UNCHANGED.**