



	Page of de
Date of Solicitation - Date de l'invitation 2020-08-07	
Address inquiries to - Adresser toute demande de renseignements à : Rachel Ellison IRB.Procurement-acquisitions.CISR@irb-cisr.gc.ca	
Area code and Telephone No. Code régional et N° de téléphone	Facsimile No. N° de télécopieur
Destination See herein - Voir ci-inclus	
<p>Instructions: Municipal taxes are not applicable.</p> <p>Unless otherwise specified herein by the Crown, all prices quoted are to be net prices in Canadian funds including Canadian customs duties, excise taxes, and are to be F.O.B, including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax is to be shown as a separate item.</p> <p>Instructions: Les taxes municipales ne s'appliquent pas.</p> <p>Sauf indication contraire, énoncée par la Couronne, dans les présentes, tous les prix indiqués sont des prix nets, en dollars canadiens, comprenant les droits de douane canadiens, la taxe d'accise et doivent être F.A.B, y compris tous frais de livraison à la (aux) destination(s) indiquée(s). La somme de la taxe sur les produits et services devra être un article particulier.</p>	
Delivery required - Livraison exigée	Delivery offered - Livraison proposée
Vendor Name and Address - Raison sociale et adresse du fournisseur	
Facsimile No. - N° de télécopieur	
Telephone No. - N° de téléphone	
Name and title of person authorized to sign on behalf of vendor (type or print) - Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'impression)	
Signature	Date

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

Proposal to: Immigration and Refugee Board

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred or attached hereto, the supplies and services listed herein or on any attached sheets at the price(s) set out therefor.

Propositions aux : Commission de l'immigration et du statut de réfugié du Canada

Nous offrons par la présente de vendre à sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les articles et les services énumérés ici et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Solicitation No. - N° de l'invitation 20200389IRB	Type - Genre AMD 5	Update - Mise à jour 2020-08-31
Solicitation closes - L'invitation prend fin at - à 14:00 EDT on - le 2020-09-02	PWGSC File No. - N° de référence de TPSGC N/A	



This amendment #5 is raised to answer questions and make changes to the RFP, therefore:

1. Question:

Question 10	Under Section 4.1.1 - Technical Evaluation, reference is made to Annex E when it should state Annex D .
Answer 10	Yes. Under Section 4.1.1, Technical Evaluation, should read "Annex D". The Immigration and Refugee Board has amended this section as per section 3.0 of this Question and Answer.

Question 11	Should Annex B be included in the package or is it for information purposes? Annex B is the same as Annex E which is part of Section II - Financial Bid
Answer 11	<p>The Annex B, Basis of Payment is completed at contract award by the Contracting Authority. When completed, it will become Annex "B" to the resulting contract.</p> <p>The Annex E to Part 4 of the Bid Solicitation is the Pricing Schedule that must be completed by the Bidder and included with the bid submission (Refer to Part 3 – Bid Preparation Instructions).</p>

Question 12	Under Annex E for Table 1 and Table 3, there is no reference to Room area/room which is part of the mandatory requirement. This should be listed as line item #4 to reflect its price.
Answer 12	The MT4 criteria is for the workspace (touchdown point) room included in the Annex E. The Immigration and Refugee Board amended the MT4 as per section 2.0 of this Question and Answer to clarify this.

Question 13	Under Amendment AMD 03, Rated Criteria RT1 reflected 5 points per room up to a maximum of 50 points. It should state " maximum of 35 points ". Similarly, for 2 points per room to a maximum of 20 points, it should state " maximum of 14 points ". Is there any weightage for some rooms on Mezzanine level and the rest on the same but different floor?
Answer 13	Yes. The Immigration and Refugee Board has Amended the Point Rated Criteria RT1 as per section 2.0 of this Question and Answer.



2. At Annex D, to Part 4 of the Bid Solicitation, Technical Evaluation:

DELETE in its entirety.

INSERT:

Mandatory Criteria

Item	Mandatory Technical Criteria	MET	NOT MET	Cross Reference to proposal (Page #)
MT1	The Bidder's rooms must be located within 300m of a public transit stop in the City of Hamilton.			
MT2	The Bidder must have all rooms at one location and this location must include accessible washroom facilities available for use by IRB personnel and the public.			
MT3	<p>The Bidder must have at least seven (7) rooms that each include the following:</p> <ul style="list-style-type: none"> a) Between 15 to 40M2, with five (5) of the rooms being bigger than 25M2; b) No gaps in the walls between the ceiling and floor; c) Four (4) tables 48" by 30"; d) Six (6) chairs; e) One (1) plexiglass partition per table demonstrate that it is existing currently in the space at time of bid close or a written confirmation from the bidder in their bid that they will provide and install the plexiglass as required within four (4) weeks after contract signature; f) One (1) hand sanitizer station (that are fully serviced); g) One (1) TV, minimum 32"; h) One (1) dedicated phone line; i) One (1) Video Conferencing (VC) unit with a network minimum 2Mb/s to 3Mb/s, per VC unit, per second (7 units = 14Mb/s); j) Session Initiation Protocol (SIP) and be able to receive incoming SIP calls from an IRB site without blocking it. k) Privacy, so the occupants cannot be seen by the public. Therefore: <ul style="list-style-type: none"> • Windows must have drapes or blinds that are not see-through; and • Glass walls must have coverings or be frosted. 			



MT4	<p>Bidder must have one secure area for a workspace room (touchdown points) that includes the following:</p> <ul style="list-style-type: none"> a) Minimum of 40M2; b) Ten (10) tables minimum 30" x 48"; c) Ten (10) chairs; d) One (1) dedicated fax machine; 			
MT5	<p>The Bidder must provide a reception area for use only by the IRB personnel.</p> <p>One (1) room/area that includes the following:</p> <ul style="list-style-type: none"> a) One (1) table 30" by 48" minimum; b) One (1) chair; c) One (1) hand sanitizer station; 			
MT6	<p>The Bidder must have one (1) Security Room that includes the following:</p> <ul style="list-style-type: none"> • Between 15-30m2 • One (1) table • Three (3) chairs; and • Allow IRB to set up security camera system and panic button system, all provided by IRB 			
MT7	<p>The Bidder must have Information Technology (IT) support available between 08:00 and 17:00 Monday to Friday EST to attend to any technical issues with equipment in the room, such as WiFi and/or Polycom equipment.</p>			
MT8	<p>The Bidder must confirm that they will permit the IRB dedicated security guards to be present in the hallway and other rooms, areas and workspaces provided under the Contract, when require by the IRB.</p>			

Rated Criteria

Item	Rated Technical Criteria	Maximum Available Points	Bidder's Self Score
RT1	<p>The Bidder's room(s) should be located on the ground floor, Mezzanine/Concourse, or all on the same floor</p>	<p>10 points per room to a maximum of 70 points for Ground Level</p> <p>5 points per room to a maximum of 35 points for Mezzanine/Concourse</p> <p>2 points per room to a maximum of 14 points</p>	



		for all rooms on the same floor Maximum of 70 points	
RT2	The Bidder should have up to five (5) additional rooms that meet MT3.	10 points per additional room to a maximum of 50 points	
RT3	The Bidder's room(s) should have secure access* for IRB staff that is not accessible by the general public. *Secure access is defined as separate entrance to the building from the main public access entrance.	5 points	
RT4	The Bidder should have a waiting/reception area that can accommodate up to ten (10) people safely, adhering to Canadian Public Health physical distancing guidelines.	5 points	
RT5	The Bidder's room(s) should have a minimum construction rating of STC 45 or higher.	20 points	
RT6	The Bidder should be able to provide Polycom solutions in each room.	5 points per room to a maximum of 35 points	
RT7	The Bidder should have cleaning staff to disinfect the rooms after every use (IRB Session) with products that are approved by Health Canada to be effective against COVID-19.	20 points	
RT8	The Bidder should have a kitchen including sink, microwave, and fridge, to be used by IRB staff when on site.	20 points	
Total Points Available:		225	
Bidder's Points:			

3. At Part 4, 4.1 Evaluation Procedures, 4.11:

DELETE in its entirety.

INSERT:

4.1.1 Technical Evaluation

Mandatory and point rated technical evaluation criteria are included in Annex D.

ALL OTHER TERMS AND CONDITIONS OF THE SOLICITATION REMAIN UNCHANGED