

**Treasury Board of Canada Secretariat  
Solicitation No. 24062-20-431  
Questions and Answers**

**Question 1:**

On the RFP Pricing Schedule:

- a) Please confirm that only one rate per level is required (vs. individual resource rates)?
- b) Do all potential project team members (e.g. project manager, junior analyst) need to be listed or just, at a minimum, those that would be designated as the Senior and Intermediate Analysts for Pricing schedule completion?
- c) Do all resources, for whom we have provided CVs in our technical response, need to be included in the Pricing Schedule?
- d) With respect to the Pricing Schedule template, could you please clarify - Will the hourly rates in the last column be totaled to obtain the final hourly rate or will a weighted average be used? And if the former, it would appear that there is a pricing dis-incentive to including "additional resources" – please clarify.

**Answer 1:**

- a) Yes, only 1 rate per resource
- b) and c) **ALL** proposed resources need to be listed in the Bidder's financial proposal, the total value of the financial proposal must reflect all resources the Bidder is proposing.
- d) The Total column has been removed, please see RFP Amendment 2.

**Question 2:**

As part of M4 of the Technical response, we note that the Senior and Intermediate Analysts require completion of a professional development program in human resources administration.

- a) Please clarify and define what you mean by "professional development program in human resources administration".
- b) For example, does this include an MBA, Masters, University degree in Actuarial Sciences and a Fellowship of the Canadian Institute of Actuaries, or professional designations/certifications, and/or proprietary internal training programs)? Are there any programs that would be excluded?

**Answer 2:**

Completion of a professional development program in human resources administration may include any completed course in human resources (HR) administration delivered either by a formal educational institution, an HR-related organization or an organization's in-house training. Examples may include an HR association course, a certificate in a specific HR field, a formal HR course in a university or college. No HR professional development program would be excluded.

**Question 3:**

Please confirm that we can refer to existing/past projects with TBS as part of our references/qualifications?

**Answer 3:**

Yes.

**New - Question 4:**

Further to your update response on the RFP pricing table, could you please address the following and related question – thank you.

“How will TBS determine the Grand Total Bid Price?”. Based on the revised table and the Note to Bidders, it shows you will strictly be adding Yrs. 1 to 3 and the Optional Period 1.

**New - Answer 4:**

The Crown acknowledges the confusion resulting from its response to Question 1 and would like to clarify: The financial evaluation will be based on the Total Bid price (grand total pre-tax) which is resulted from the total hourly rates for each resource and is to be calculated by adding Years 1 to 3 + Option year 1.

The total hourly rate in the total column will not be used as a final hourly rate and a weighting average will not be used.

Therefore, the Crown has amended the RFP under Amendment 3 to re-insert the Total column and Sub-total rows – See Amendment 3.

**New - Question 5:**

Regarding the Pricing Schedule on page 13 of the RFP (under Attachment 1 to Part 3) and personnel requirement on page 51 (Part 5.0 in the Annex A).

Could you please help clarify if “additional resources” (e.g., Partner, Project Manager) may or may not be added in the pricing schedule table, since “additional resources” may be required at the time of TA issuance?

**New - Answer 5:**

The Pricing Schedule reflects the requirement of the RFP and is for financial evaluation purposes only.

The reason for “additional resources” in the Pricing schedule other than the Senior / Intermediate Analysts is due to TBS not knowing exactly what other resources would be required to do the work, and have asked Bidders to determine the rest of the composition of the team.

In order to evaluate each Bidder’s financial proposal, they must include all proposed resources, Analysts and “additional resources” based on the work required as outlined in Annex A, Statement of Work.

The Statement of Work reflects the Contract once it has been awarded. For example, TBS may require more than 1 Senior or Intermediate resource at any given time, or other resources as needed.