



Amendment 002

Request for Proposal: ISED195104

**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

Innovation, Science and Economic
Development Canada
Innovation, Sciences et Développement
économique Canada

Email /Courriel:

hong.fong@canada.ca

and/et

[ic.cmmbidreceiving-
receptiondesoffrescgm.ic@canada.ca](mailto:ic.cmmbidreceiving-receptiondesoffrescgm.ic@canada.ca)

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

**Proposal To: Innovation, Science and
Economic Development Canada**

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 to herein or
attached hereto, the goods, services, and construction
listed herein and on any attached sheets at the
price(s) set out thereof.

**Proposition aux: Innovation, Sciences et
Développement économique 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 biens, services et construction
énumérés ici sur toute feuille ci-annexées, au(x) prix
indiqué(s).

Instructions : See Herein

Instructions: Voir aux présentes

Comments - Commentaires

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235 rue Queen Street
Ottawa, Ontario, K1A 0H5

Title – Sujet	
ATIP Consultant Services	
Solicitation No. – N° de l'invitation	Date
ISED195104	2020-12-15
Solicitation Closes – L'invitation prend fin	Time Zone Fuseau horaire
at – à 02 :00 PM on – le 2020-12-21	Eastern Daylight Time (EDT)
F.O.B. - F.A.B.	
Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input checked="" type="checkbox"/>	
Address Inquiries to : - Adresser toutes questions à:	
Hong Fong hong.fong@canada.ca	
Telephone No. – N° de téléphone :	
343-649-0547	
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction :	
See Herein Précisé dans les présentes	

Delivery required - Livraison exigée	Delivered Offered – Livraison proposée
Vendor/firm Name and address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Facsimile No. – N° de télécopieur Telephone No. – N° de téléphone	
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



Amendment 002

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This amendment is raised to publish question and answer, and to modify the technical evaluation criteria.

Question 1:

M3 is asking that 4 years of experience be in the last 5 years before the bid closing date. Due to many contracts being cancelled or on hold due to Covid and the fact that these senior consultants are retired and not working full time, will you please consider removing this portion of M3? Or will the client amend M3 to 2 years of experience required the last 5?

In addition, will the client please consider opening up all the rated criteria to the last 10 years. It is very limiting to ask for multiple projects in a 5 year period. This limits qualified consultants who have taken time off, or had longer term projects.

Response 1:

Delete: Attachment 1 to Part 4 – Technical Criteria in its entirety

Insert:

ATTACHMENT 1 to PART 4 - TECHNICAL CRITERIA

Mandatory Technical Criteria

The bid must meet all the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive.

Number	Mandatory Criteria	Met or not Met Cross Reference to Proposal <i>[Bidder to insert]</i>
M1	The Bidder’s proposed resource must possess at the time of bid closing a valid Secret Security clearance approved or granted by Canadian Industrial Security Directorate (CISD)/Public Works and Government Services Canada (PWGSC). The following must be provided with the bid: a) Full name of the proposed resource (as it appears on the Security Clearance form) b) Security Screening Certificate and Briefing Form File Number c) Level of Security and Expiry Date	
M2	The Bidder’s proposed resource must meet the Flexible Grid requirements in Attachment 1 to Part 4 for a Senior 9.11 Information/Records Management/Recordkeeping Specialist (minimum 95 points).	
M3	The Bidder must demonstrate that the proposed resource has a minimum ten (10) years of experience in the application of the <i>Access to Information Act and Privacy Act</i> , two (2) of which must be in the five (5) years before the bid closing date. For each project, the Bidder must, at a minimum, provide the following information: a) Name of the client organization	



Amendment 002

Request for Proposal: ISED195104

	<p>a) Contact name and title, and current e-mail address. b) Start and end date (month/year) of the period during which the resource performed the work for the client.</p>	
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Point Rated Technical Criteria

Bids which meet all the mandatory technical criteria will be evaluated as specified in the table below.

Bids which fail to obtain the required minimum number of points specified for each of the Point Rated Criteria will be declared non-responsive.

Number	Point Rated Technical Criteria	Minimum Points Required	Maximum Available Points	Points Awarded	Cross Reference to Proposal [supplier to insert]
R1	<p>The Bidder's proposed resource should have three (3) projects, in the ten (10) years before the bid closing date, demonstrating experience as an ATIP Consultant in processing ATIP files as follows:</p> <p>(a) Using Access1, Access1 Editor, AccessProCaseManagement (APCM), or AccessProRedaction (APR); and</p> <p>(b) Analysing information in documents according to the <i>Access to Information and Privacy Acts</i> (ATIP); and</p> <p>(c) Recommending exemptions and exclusions as applicable pursuant to the Access to Information Act and Privacy Act by highlighting information and quoting relevant sections of the Acts.</p> <p>To be awarded points for each project, the following must be provided per project:</p> <p>i) Name of the client organization; ii) Start and end date (month/year) of the period during which the resource performed the work for the client. iii) Detailed description of the work performed must include the proposed resource's experience</p>	20	30		



Amendment 002

Request for Proposal: ISED195104

	<p>with respect to paragraphs a), b) and c).</p> <p>10 points per project to a maximum of 30 points.</p>				
R2	<p>The Bidder's proposed resource should have, in the ten (10) years before the bid closing date, of demonstrated experience as an ATIP Consultant in the application and the administration of the <i>Access to Information Act</i> and the <i>Privacy Act</i>. The Bidder should provide (3) three projects completed by the proposed resource in this timeframe to demonstrate this experience.</p> <p>To be awarded points for each project, the following must be provided per project:</p> <ul style="list-style-type: none"> i) Name of the client organization; ii) Start and end date (month/year) of the period during which the resource performed the work for the client. iii) Detailed description of the work performed by the resource must include the application and the administration of the <i>Access to Information Act and the Privacy</i>. <p>10 points per project to a maximum of 30 points.</p>	20	30		
R3	<p>The Bidder's proposed resource should have, in the ten (10) years before the bid closing date, of demonstrated experience as an ATIP Consultant consulting with OPs, third parties, other government institutions and the general public in relation to information requested under the ATIP legislation. The Bidder should provide three (3) projects completed by the proposed resource in this timeframe to demonstrate this experience.</p> <p>To be awarded points for each project, the following must be provided per project:</p> <ul style="list-style-type: none"> i) Name of the client organization; ii) Start and end date (month/year) of the period during which the resource performed the work for the client. iii) Detailed description of the work 	20	30		



Amendment 002

Request for Proposal: ISED195104

	<p>performed by the resource must include consultation with OPIs, third parties, other government institutions and the general public in relation to information requested under the ATIP legislation.</p> <p>10 points per project to a maximum of 30 points.</p>				
<p>R4</p>	<p>The Bidder's proposed resource should have, in the ten (10) years before the bid closing date, demonstrated experience as an ATIP consultant in dealing and managing ATIP requests that involve reviewing a large number of pages in a short period of time. The Bidder is to provide three (3) projects completed by the proposed resource in this timeframe to demonstrate this experience.</p> <p>For each project, the following should be provided:</p> <ul style="list-style-type: none"> i) Name of the client organization; ii) Start and end date (month/year) of the period during which the resource performed the work for the client. iii) Description of the work performed by the resource must include the number of pages which were reviewed and timeframe within which it was completed. <p>5 points per project where the review of over 5000 pages was completed within three (3) months. 10 points per project where the review of over 7000 pages was completed within three (3) months. 15 points per project where the review of over 10 000 pages was completed within three (3) months.</p> <p>Up to 15 points per project to a maximum of 45 points.</p>	<p>35</p>	<p>45</p>		
<p style="text-align: center;">Maximum Points Available = 135</p> <p style="text-align: center;">Minimum Total Points Required = 95/135</p>			<p style="text-align: center;">Total Points Awarded</p> <p style="text-align: center;">= _____/135</p>		

All other terms and conditions remain unchanged.