



National Defence

Défense nationale

National Defence Headquarters
Ottawa, Ontario
K1A 0K2

Quartier général de la Défense nationale
Ottawa (Ontario)
K1A 0K2

AMENDMENT 002 TO SOLICITATION NUMBER W6369-21-A064/A IS RAISED TO:

1. Provide clarification and answers to questions from potential suppliers.

QUESTIONS AND ANSWERS:

Question 1	How would this work with the remote situation we are all in currently?
Answer 1	Given the continuing uncertainty and disruption of the COVID-19 emergency, all work will be done remotely through digital means.
Question 2	M4 and M5 of the Mandatory Criteria (p. 14) states that Bidders must provide the "Name and description of client organization." The firm's private clients are confidential, but work done for them might fit within M4 and M5. Professional ethics rules prohibit disclosing those clients in the bid. Is identifying them as a group (but not individually) and including timeframe and description of the roles and responsibilities permitted?
Answer 2	Yes. Confidential information can be presented in a redacted format.
Question 3	Mandatory Criteria M3 mentions law firm support staff availability. However, the RFP seems to only permit input of lawyer hourly rate, without room for input of support staff hourly rates which are much lower than lawyer hourly rates, and thus could provide good value to the MJCC depending on which tasks could appropriately be delegated. Given the set nature of the RFP form, can support staff rates be included with the bid?
Answer 3	Please refer to page 28 of the Request for Proposal (RFP). The firm all-inclusive fixed hourly rate of the lawyer should include all "overhead expenses such as administrative support, facsimile, courier, photocopying, mail, word processing, other operating costs and any time spent travelling from the specified individual's work location to a specific pre-authorized work assignment that is inside the National Capital Region (NCR) defined in the National Capital Act (R.S.C., 1985, c. N-4), available on the Justice website (http://laws-lois.justice.gc.ca/eng/acts/N-4/page-9.html#docCont). Accordingly, separate billing of any items related to the routine cost of doing business or time spent travelling will not be permitted."
Question 4	Paragraph 7 of the Statement of Work (SoW) requires the candidate be fluent orally and in writing, in English and French, and work without any assistance and with minimal errors. Is this an absolute requirement? If a candidate fulfils all aspects of this requirement in English and can also understand written French, can the candidate still be considered, if he or she can acquire immediate French assistance?
Answer 4	It is a requirement that the Contractor can communicate both orally and in writing in both languages without any assistance and with minimal errors. As per Article 4.2 Basis of Selection – Lowest Evaluated Price, Mandatory Technical Criteria, bids must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive.
Question 5	In mandatory criteria M4, what does "financial research" mean?
Answer 5	Financial research is mostly about principles of valuation, and involves assessing arguments put forward to determine financial values of assets, and determining



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	entitlement to settlements, business negotiations, compensation, reimbursable expenses, allowances, perks, etc.
Question 6	Mandatory Criteria M1 states that the proposed resource must have a law degree. Mandatory Criteria M3 states that the proposed resource must have available staff to perform administrative tasks. However, the pricing schedule does not differentiate between services to be rendered by the proposed resource, and services to be performed by the available staff. Please confirm that you are seeking a blended rate for services to be performed by either (lawyer or administrative staff)? If so, can you please provide an estimate of hours that will be dedicated to the performance of administrative tasks?
Answer 6	See response to question #3. DND cannot estimate the number of hours required for administrative tasks.

ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.