

**Addendum 1 is raised to:**

- Extend the period to bid, until March 10, 2021 @ 2pm.
- Respond to the Questions raised by the public.
- Provide additional guidance to potentials bidders. Please open the document entitled Guide.

**Part 1 - Questions & Answers**

**Question 1 :**

***General – not specific.***

Potential bidders requested additional time to prepare their bid and requested more guidance on how to apply for this work opportunity.

**Answer 1:**

This is accepted.

The period to submit your bid has been extended by an additional 2 weeks. Please see **Part 2 – Amendment to RFP** below. Bids are to be submitted BEFORE 02:00 PM, March 10, 2021.

A Guide to help people better understanding the Request for Proposal (RFP) document is available. To access it, please download the document called Guide on the page of the RFP. The Guide is for your reference in Annex below.

**Question 2 :**

In buyandsell I noticed that the date closing has changed to 2021/03/10 14:00 Eastern Standard Time (EST) however in the pdf document of the RFP no changes have been made. We would like to confirm the solicitation deadline and if the Authority is planning to postpone again the solicitation deadline?

**Answer 2:**

Correct, Canada agreed to extend the period to prepare the bid. The new submission deadline is 2021/03/10 14:00 Eastern Standard Time (EST).

This current addendum to the RFP is intended to reflect this change.

Canada is not anticipating additional extension.

**Question 3:**

I understand that sole proprietorships can apply to this RFP, could you please confirm?

**Response 3:**

Yes, sole proprietorships are eligible.

**Question 4:**

To respond to this RFP, is it required to submit a Procurement Business Number (PBN) and a Business Number (BN)? Or perhaps this information can wait if contract is awarded to the Bidder?

**Response 4:**

The registration to the Supplier Registration Information (SRI) and obtaining a Procurement Business Number (PBN) is not required with your bid but will be required at contract preparation.

To register in SRI system and obtain your PBN which is a mandatory requirement to do business with the federal government, please read this section intended for Businesses : <https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/register-as-a-supplier>.

**Question 5:**

Would the Authority facilitate the Bidders during the solicitation period to obtain the security requirements required? If that's the case, the Bidder needs the Authority to support the Bidder with the Request for Private Sector Organization Screening (PSOS).

**Answer 5:**

The security requirement for this RFP is to be met before the award of the contract.

Should your bid is recommended for selection, Canada can help facilitating the security process with the bidder.

**Question 6:**

The RFP indicates that bids shall be submitted to the following email address: [aadnc.soumissionbid.aandc@canada.ca](mailto:aadnc.soumissionbid.aandc@canada.ca) but it also indicates in Part 2, section 2.1 that The 2003 2020-05-28 Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation. These Standard Instructions indicate

that unless specified otherwise in the bid solicitation, bids may be submitted by using the [epost Connect service](#) provided by Canada Post Corporation.

Could you please confirm that only submissions shall be sent to [aadnc.soumissionbid.aandc@canada.ca](mailto:aadnc.soumissionbid.aandc@canada.ca) or shall be submitted via epost Connect too?

**Answer 6:**

We are not using epost connect therefore we have specified in the RFP under section 2.2 Submission of bids how to proceed.

I confirm that bid can only be submitted electronically to this address: [aadnc.soumissionbid.aandc@canada.ca](mailto:aadnc.soumissionbid.aandc@canada.ca).

**Question 7:**

I understand that the consultative service to provide is “*as and when required basis*”. Is there a minimum work guarantee? What would be the average level of effort (number of hours) per week, per expert? How many hours per case? How many case per week?

When the contracts will be in place, what is the workload we can expect? Any precision on how many cases a week you intent to dispatch per week for the entire Project, etc.

**Answer 7 :**

We would like to form a committee of approximately 12 different experts and we anticipate dispatching 10-15 cases per week in total.

There is no minimum work guarantee. Canada will distribute the workload on a “best fit type” among the group of experts. The experts will receive a request to accept or decline the work.

Level of effort per case will have significant variation but the expert will perform an average of 3 hours of work per case (with a range of likely 1 hour to 5 hours).

Each case is to be reviewed by minimum 2 and potentially 3 experts, and potentially more experts in case of recommending denial.

**Question 8:**

I have just received confirmation of an approval from Jordan’s Principle for my granddaughter’s dental. Therefore would I be able to apply for this position or be disqualified because I have used Jordan’s Principle?

**Answer 8:**

You are eligible to bid.

**Part 2 - Amendment to RFP**

**1. On the RFP cover page, at Solicitation Closes:**

**DELETE:** at – à 02:00 PM, on – le , February 24, 2021

**REPLACE WITH:** at – à 02:00 PM, on – le March 10, 2021.

**Annex to Addendum:**

**Guide to prepare a responsive bid**

This Guide does not replace the Request for Proposals (RFP). The RFP and its amendments (addendum) if applicable, remains the formal and official document. This guide is an asset in preparing your bid which highlights the information contained in the RFP.

There is no template to prepare your bid. It is up to the bidder to include what is required. You can take sections of the RFP to help you complete your bid as needed (such as the grid in Part 4 of the RFP which contains the technical evaluation criteria, the Basis of Payment in Annex B of the RFP which contains the financial components, the certifications to be submitted in Part 5, etc.)

The winning bid(s) are determined according to the Selection Method explained in section 4.2 of the RFP. - This Method will determine the final score of the bidder and is based on the evaluation of the technical proposal (section I of the bidder's proposal - Responses to the technical criteria) and of the financial proposal (section II of the bidder's proposal - Your price).

**Make sure you respect the conditions for the bid submission:**

- **RFP section 2.2 Submission of Bids:**  
*“Bids must be submitted electronically only to Indigenous Services Canada (ISC) by the date, time and e-mail address indicated on page 1 of the bid solicitation.”*
  
- **RFP section 3.1 Bid Preparation Instructions :**  
*« Bidders are required to provide their bid in a single transmission. The total size of the email, including all attachments, must not exceed 10 megabytes (MB). »*

**Make sure you include all the elements to your bid :**

- **RFP, 3.1 Bid Preparation Instructions :**  
*« The bid must be gathered per section and separated as follows:*  
*Section I: Technical Bid*  
*Section II: Financial Bid*  
*Section III: Certifications*  
*Section IV: Additional Information »*

**In summary :**

- ❖ **Your technical bid is used** to respond to the mandatory and point rated technical criteria present in section 4.1.1 of the RFP. For each criterion, please use full sentences and fully describe the experience of the proposed resource as an expert. Please include all copies required to demonstrate the requirements. You must meet all of the mandatory criteria as well as the minimum pass mark for the point rated technical criteria in order to be considered at the financial bid evaluation stage. The technical evaluation will assess:
  - Mandatory technical criteria (M1 to M4) are in section 4.1.1.1 of the RFP.
  - Point rated technical criteria (R1 to R7) are in section 4.1.1.2 of the RFP.
  
- ❖ **Your financial bid is used** to propose your total price for the services requested by providing the all-inclusive rate for the proposed resource, for the entire duration of the mandate and indicate the applicable taxes, if applicable. The bidder's price will be evaluated financially and it is important to indicate all the information. Taxes are not evaluated.

- Reimbursable expenses are not assessed. Travel expenses, if required, are established by Canada.
- Bidders must submit their financial bid in accordance with the Basis of Payment in Annex B of the RFP.

❖ **Your certifications are used to provide** the certifications and additional information required in Part 5 of the RFP.

- Bidders must provide the certification at section 5.1.1 of the RFP “Integrity Provisions Declaration of Convicted Offences” duly completed with their bid, **if applicable**. The declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>)

❖ **Your additional information are used to provide** valuable information for the current process.

- Legal Name of the Bidder and Operational name (if applicable)

- RFP section 6.5.3 Contractor's Representative:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

- RFP section 3.1.2 Bidder’s Proposed Sites or Premises Requiring Safeguarding Measures:

“As indicated in Part 1 under Security Requirements, the Bidder must provide the full addresses of the Bidder’s and proposed individuals sites or premises for which safeguarding measures are required for Work Performance:

Street Number / Street Name, Unit / Suite / Apartment Number  
City, Province, Territory / State  
Postal Code / Zip Code  
Country”

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**NOTE :** Other registrations, certifications, additional information and requirements mentioned in the RFP are to be expected BEFORE contract award. Here are a few :

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards.

- RFP section 1.2 Security requirements  
The expert must have a reliability security clearance.  
Our Department can help you facilitating the process, if needed.
- RFP section 2.3 Former Public Servant.  
Before contract award, the Bidder must have completed the form.
- Establish the law in force for the contract. See RFP section 2.5 Applicable laws.
- **RFP section 5.2 Certifications Precedent to Contract Award and Additional Information**
  - **5.2.1 Integrity Provisions – Required Documentation**

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility and Suspension Policy \(http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html\)](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.
  - **5.2.2 Federal Contractors Program for Employment Equity - Bid Certification**

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](#)" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of contract award.

○ **5.2.3.1 Status and Availability of Resources**

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

○ **5.2.3.2 Education and Experience**

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.



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**Please read carefully:**

- Annex A, Statement of Work is the complete description of our requirement. It provides information to understand the professional services to be delivered, its requirements and to understand if this mandate is an opportunity for you.

-The RFP and its modifications, posted on the government business site link ([Buyandsell.gc.ca](http://Buyandsell.gc.ca))

Your questions and requests are welcome. In connection with this process, please contact the Contracting Authority, [vanessa.demers-lamothe@canada.ca](mailto:vanessa.demers-lamothe@canada.ca)