



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Innovation, Science and Economic  
Development Canada  
Innovation, Sciences et Développement  
économique Canada

Email: [hong.fong@canada.ca](mailto:hong.fong@canada.ca)  
and  
Email : [ic.cmmbidreceiving-  
receptiondesoffrescgm.ic@canada.ca](mailto:ic.cmmbidreceiving-receptiondesoffrescgm.ic@canada.ca)

**SOLICITATION AMENDMENT  
MODIFICATION DE L'INVITATION**

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

**Comments – Commentaires**

**Instructions : See Herein**  
**Instructions: Voir aux présentes**

**Issuing Office – Bureau de distribution**  
Innovation, Science and Economic  
Development Canada / Innovation, Sciences et  
Développement économique Canada  
Contracts & Materiel Management / Contrats et  
gestion du matériel  
235 rue Queen Street  
Ottawa, Ontario, K1A 0H5

<b>Title – Sujet</b> Analysis Expert Services on Global, North American and Canadian Automotive Sector Trends	
<b>Solicitation No. – N° de l'invitation</b> ISED 197344	<b>Date</b> <b>2020-03-22</b>
<b>Amendment No. – No modif.</b> 003	
<b>Solicitation Closes – L'invitation prend fin</b> <b>at – à 02 :00 PM</b> <b>on – le 2020-04-20</b>	<b>Time Zone</b> <b>Fuseau horaire</b>  Eastern Daylight Time (EDT)
<b>F.O.B. - F.A.B.</b>  <b>Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input checked="" type="checkbox"/></b>	
<b>Address Inquiries to : - Adresser toutes questions à:</b>  Hong Fong <a href="mailto:hong.fong@canada.ca">hong.fong@canada.ca</a>	
<b>Telephone No. – N° de téléphone :</b>  343-649-0547	
<b>Destination – of Goods, Services, and Construction:</b> <b>Destination – des biens, services et construction :</b>  See Herein Précisé dans les présentes	

<b>Delivery required - Livraison exigée</b>	<b>Delivered Offered – Livraison proposée</b>
<b>Vendor/firm Name and address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Facsimile No. – N° de télécopieur</b> <b>Telephone No. – N° de téléphone</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/firm (type or print)-</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>



### **Amendment 003**

This amendment is raised to publish questions and answers, and modify Request for Proposal as follows:

#### **Question 2:**

Please advise on Point Rated Criteria 10 (PR10) on page 49 of the solicitation.

The tender notice says to provide three projects that must include at least four of the following content areas. Does this mean that each of the three project examples must consist of content in at least four of the areas, or that in total—across all three project examples—we should cover at least four of the content areas?

“The Bidder should provide three (3) projects, in the five (5) years before bid closing date, of demonstrated experience in providing strategic information, analysis, intelligence, and advice to federal, provincial or state governments issues in the automotive sector.

The strategic information, analysis, intelligence, and advice must include at least four (4) of the following:

- a) industry cost competitiveness (5 points)
- b) emerging technologies and innovation (5 points)
- c) trade agreements impact (5 points)
- d) environmental regulations (5 points)
- e) supply chain (5 points)
- f) post-pandemic recovery (5 points)”

#### **Answer 2:**

For PR10, the combined proposed projects demonstrating experience in strategic information, analysis, intelligence, and advice must be in at least three (3) of the six (6) listed areas.

For point rated criterion PR8, the combined proposed projects demonstrating experience in strategic reports and in-depth insights must be in at least two (2) of the three (3) listed areas.

**ANNEX D - TECHNICAL EVALUATION CRITERIA** is modified as follows:

#### **Point Rated Technical Criteria**

DELETE in their entirety:

**Summary of Point Rated Criteria**  
**PR8**  
**PR10**

INSERT:



**Summary of Point Rated Criteria**

ITEM	TITLE	MINIMUM POINTS REQUIRED	MAXIMUM POINTS AVAILABLE	POINTS ACHIEVED
PR1	Bidder knowledge and understanding of relevant issues and trends	PR1: 25	PR1: 35	
PR2 to PR10	Bidder work experience	PR2: 20 PR3: 20 PR4: 20 PR5: 20 PR6: 20 PR7: 20 PR8: 30 PR9: 20 PR10:30	PR2: 30 PR3: 30 PR4: 30 PR5: 30 PR6: 30 PR7: 30 PR8: 45 PR9: 30 PR10: 45	
PR11	Bidder's access to relevant tools, models and data	PR11:20	PR11: 30	
<b>Total</b>		<b>245</b>	<b>365</b>	

Number	Point Rated Evaluation Criteria	Points			Cross Reference to Proposal <i>[supplier to insert]</i>
		Minimum Required	Maximum Available	Awarded	



<p><b>PR8</b></p>	<p>The Bidder should provide three (3) projects, in the five (5) years before the bid closing date, of demonstrated experience in producing strategic reports and providing in-depth insights into the Canadian and North American automotive sectors.</p> <p>The combined proposed projects of demonstrated experience in strategic reports and in-depth insights must be in at least two (2) of the following:</p> <ul style="list-style-type: none"> <li>a) North American automotive associations</li> <li>b) North American automotive research organizations</li> <li>c) North American automotive manufacturing industry stakeholders</li> </ul> <p>To be awarded points, the following must be provided for each proposed project:</p> <ul style="list-style-type: none"> <li>1) Name of the client organization;</li> <li>2) Start and end date (month/year) of the period during which the Bidder performed the work for the client; and</li> <li>3) Detailed description of the work performed including the Bidder's experience with respect to paragraph a), b), or c).</li> </ul> <p><b>15 points</b> per project to a maximum of <b>45 points</b></p>	<p><b>30</b></p>	<p><b>45</b></p>		
-------------------	--	------------------	------------------	--	--



<p><b>PR10</b></p>	<p>The Bidder should provide projects, in the five (5) years before bid closing date, of demonstrated experience in providing strategic information, analysis, intelligence, and advice to federal, provincial or state governments issues in the automotive sector.</p> <p>The combined proposed projects demonstrating experience in strategic information, analysis, intelligence, and advice must be in at least three (3) of the following areas:</p> <ul style="list-style-type: none"> <li>a) industry cost competitiveness</li> <li>b) emerging technologies and innovation</li> <li>c) trade agreements impact</li> <li>d) environmental regulations</li> <li>e) supply chain</li> <li>f) post-pandemic recovery</li> </ul> <p>To be awarded points, the following must be provided for each proposed project:</p> <ul style="list-style-type: none"> <li>1) Name of the client organization;</li> <li>2) Start and end date (month/year) of the period during which the Bidder performed the work for the client;</li> <li>3) Detailed description of the work performed including the Bidder's experience with respect to paragraph a), b), c), d), e) or f).</li> </ul> <p><b>15 points</b> per project to a maximum of <b>45 points</b>.</p>	<p style="text-align: center;"><b>30</b></p>	<p style="text-align: center;"><b>45</b></p>		
--------------------	---	--	--	--	--

**Question 3:**

Confirming: Is there a category 5 of labor that is missing from the table for the financial bid? The numbering jumps from 4 to 6, and I don't want to leave out a labor category.

<p><b>Initial Contract Period:</b> Date of Contract Award to March 31, 2022  <b>Option Year 1:</b> April 1, 2022 to March 31, 2023  <b>Option Year 2:</b> April 1, 2023 to March 31, 2024</p> <p>During the period of the Contract, the Contractor will be paid firm all-inclusive per diem rates in Canadian dollars as follows:</p>					
Item	Resource Category	Full Name of the Proposed Resource	Firm All-Inclusive Per Diem Rate (Applicable Taxes excluded)	Level of Effort Days (estimated)	Total Cost
			A	B	C = AXB



1	Project Manager/Leader	_____	\$ _____	15	\$ _____
2	Senior Researcher/Analyst	_____	\$ _____	33	\$ _____
3	Intermediate Researcher	_____	\$ _____	48	\$ _____
4	Junior Researcher	_____	\$ _____	2	\$ _____
6	Support Resource	_____	\$ _____	2	\$ _____

**Answer 3:**

No, there are in total five (5) labor categories.  
Refer to the changes now made to ANNEX C - PRICING SCHEDULE, to be used (page 8 to 9 of this Amendment 003).

**Question 4:**

Does the text below mean that you would like to see:

Three separate tables with per diem rates, hours, and totals for each of the three years?

Or just for the first year (and multiplied X 3 in the last line of the table)?

Or one table with an average of the rates and hours for all three years combined that is then multiplied X 3 in the last line?

“As a minimum, the Bidder must respond to this pricing schedule by including in its financial bid for each of the periods specified below its quoted firm all-inclusive per diem rate in Canadian dollars, Applicable Taxes excluded, Canadian customs duties and excise taxes included, for each of the resource categories identified for each of the Contract period. The quoted all-inclusive per diem rates offered apply to the initial period and subsequent option periods, if exercised.”

**Answer 4:**

One table just for the first year (and multiplied by 3 in the last line of the table).  
Refer to changes now made to ANNEX C - PRICING SCHEDULE, to be used (page 8 to 9 of this Amendment 003).

**ANNEX A - STATEMENT OF WORK**

INSERT:

**4.1 Additional Resource(s)**

If additional staffing resource(s) are requested via the Task Authorization process, set out in the Contract, the resources proposed must meet the mandatory technical criteria set out in ANNEX D -TECHNICAL EVALUATION CRITERIA of the Request for Proposal number ISED19734.



## **PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1.1 Technical Evaluation**

INSERT:

#### **4.1.1.4 Number of Resources Evaluated**

Only five (5) resource will be evaluated as part of this bid solicitation as identified in the mandatory technical criteria set out in ANNEX D -TECHNICAL EVALUATION CRITERIA of the Request for Proposal number ISED19734. Additional resource(s), if required, will only be assessed after contract award once specific tasks are requested of the Contractor. After contract award, the Task Authorization process will be in accordance with Part 6 - Resulting Contract Clauses, the Article titled "Task Authorization". When a Task Authorization Form (TA Form) is issued, the Contractor will be requested to propose a resource to satisfy the specific requirement based on the requirement details described in the TA Form. The proposed resource will then be assessed against the mandatory technical criteria set out in ANNEX D - TECHNICAL EVALUATION CRITERIA of the Request for Proposal number ISED19734.

## **PART 6 – RESULTING CONTRACT CLAUSES**

### **6.1.2 Task Authorization**

DELETE: Article F. in its entirety

INSERT:

**F.** Within three (3) calendar days of its receipt of the request, the Contractor must provide the Project Authority with a signed and dated response prepared and submitted using the TA form received from the Project Authority, containing as a minimum:

- 1) the total estimated cost proposed for performing the task or, as applicable, revised task;
- 2) a breakdown of that cost in accordance with the Basis of Payment specified in the Contract.
- 3) and; for each resource proposed by the Contractor for the performance of the Work required who is not identified under the Specific Person (s) clause of the Contract :
  - i. the name of the proposed resource;
  - ii. the resume of the proposed resource; and
  - iii. a demonstration that the proposed resource meets :
    - i. the mandatory technical criteria set out in ANNEX D -TECHNICAL EVALUATION CRITERIA of the Request for Proposal number ISED19734.



**ANNEX C - PRICING SCHEDULE**

DELETE: Annex C in it entirety

INSERT:

**ANNEX C - PRICING SCHEDULE**

The volumetric data (level of effort days) included in this pricing schedule are provided for bid evaluated price determination purposes only. They are not to be considered as a contractual guarantee. Their inclusion in this pricing schedule does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

As a minimum, the Bidder must respond to this pricing schedule by including in its financial bid its quoted firm all-inclusive per diem rate in Canadian dollars, Applicable Taxes excluded, Canadian customs duties and excise taxes included, for each of the resource categories identified for the initial Contract period. The quoted all-inclusive per diem rates offered for the initial Contract period apply to subsequent option periods, if exercised.

The rates included in this pricing schedule include the total estimated cost of any travel and living expenses that may need to be incurred for the Work described in Part 6 of the bid solicitation.

Under any resulting contract, Canada will not accept travel and living expenses that may need to be incurred by the contractor for any relocation of resources required to satisfy its contractual obligations.

**Note:** It is anticipated that the total value of all the authorized Task Authorizations will not exceed CAD\$120,000 (Applicable Taxes excluded) per year or CAD\$360,000 (Applicable Taxes excluded) over three years: initial period plus two (2) option years.

<b>Initial Contract Period:</b> Date of Contract Award to March 31, 2022					
During the period of the Contract, the Contractor will be paid firm all-inclusive per diem rates in Canadian dollars as follows:					
Item	Resource Category	Full Name of the Proposed Resource	Firm All-Inclusive Per Diem Rate (Applicable Taxes excluded)	Level of Effort Days (estimated)	Total Cost
			A	B	C = AXB
1	Project Manager/Leader	_____	\$ _____	15	\$ _____
2	Senior Researcher/Analyst	_____	\$ _____	33	\$ _____
3	Intermediate Researcher	_____	\$ _____	48	\$ _____
4	Junior Researcher	_____	\$ _____	2	\$ _____





5	Support Resource	_____	\$ _____	2	\$ _____
<b>Total Price Per Year (applicable taxes extra)</b> (for the purpose of evaluation only)					\$ _____
<b>Total evaluated price (applicable taxes extra) = Total Price Per Year X 3 years</b> (for the purpose of evaluation only)					\$ _____
<b>Applicable Taxes</b> (Insert the applicable tax )			PST: \$ _____		
			GST: \$ _____		
			HST: \$ _____		
<b>Option Year 1: April 1, 2022 to March 31, 2023 (If exercised)</b>					
The Contractor will be paid firm all-inclusive per diem rates in Canadian dollars offered for the <b>Initial Contract Period</b> .					
<b>Option Year 2: April 1, 2023 to March 31, 2024 (If exercised)</b>					
The Contractor will be paid firm all-inclusive per diem rates in Canadian dollars offered for the <b>Initial Contract Period</b> .					

**Definition of a Day/Proration**

A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day will be prorated to reflect actual time worked in accordance with the following formula:

$$(\text{Hours worked} \times \text{applicable firm per diem rate}) \div 7.5 \text{ hours.}$$

- i. All proposed personnel must be available to work outside normal office hours during the duration of the Contract.
- ii. No overtime charges will be authorized under the Contract. All time worked will be compensated according to paragraph above.

**All other terms and conditions remain unchanged.**