



RETURN BIDS TO: / RETOURNER LES SOUMISSIONS À :

Public Safety Canada
Contracting and Procurement Section

Email: ps.contractunit-unitedecontrats.sp@canada.ca

Attention: Denise Desserud

AMENDMENT #1 / MODIFICATION NO 1

Offer to: Public Safety Canada

We hereby offer to provide to Canada, as represented by the Minister of Public Safety and Emergency Preparedness Canada, in accordance with the terms and conditions set out herein or attached hereto, the goods, services, and construction detailed herein and on any attached sheets.

Offre au: Sécurité publique Canada

Nous offrons par la présente de fournir au Canada, représenté par le ministre des Sécurité publique et Protection civile Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici et sur toute feuille ci-annexée.

Comments - Commentaires:

Instructions: See Herein / Instructions: Voir aux présentes

Vendor/Firm Name and Address / Raison sociale et adresse du Fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution
Public Safety Canada
Contracting and Procurement Section
269 Laurier Avenue West
Ottawa ON K1A 0P8

Table with bid details including Title (Professional speechwriting services), Solicitation No. (201906295B), Date (2021-04-29), Solicitation Closes (2:00 p.m. on 2021-05-19), Time Zone (Eastern Daylight Time), Delivery Required, Address Enquiries (Denise Desserud), Telephone No. (343) 572-3587, Destination (Public Safety Canada), and Security (This requirement does not contain a security requirement).

Table for Vendor/Firm Name and Address, Telephone No., Facsimile No., Name and title of person authorized to sign on behalf of Vendor/Firm, and Signature/Date lines.



Amendment #1

A. Article 4.2 mandatory Technical Criteria and 4.3 Point Rated Technical Criteria under Part 4 Evaluation Procedures and Basis of Selection, is deleted in its entirety and replaced with the following:

4.2 Mandatory Technical Criteria

The bid must meet 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. Each mandatory technical criterion should be addressed separately.

The Bidder must provide sufficient detail to clearly demonstrate how they meet each mandatory requirement below. Bidders are advised that only listing experience without providing any supporting data and information to describe responsibilities, duties and relevance to the requirements, or reusing the same wording as the RFP, will not be considered “demonstrated” for the purpose of this evaluation.

Item	Evaluation Criteria	Bidder’s Response
M1	The Bidder must demonstrate that it has at least three (3) years’ experience within the last ten (10) years delivering speechwriting services for senior government officials (such as Ministers, MPs, Deputy Ministers, Associate Deputy Ministers or equivalents), or senior executives (such as CEOs, COOs, CFOs, Presidents, Executive Directors or equivalents).	
M2	The Bidder must confirm that it will acknowledge the speechwriting requests within the timeframes as defined in section 8 of the SOW. In addition, the Bidder must provide the name and contact information (including email address and telephone number) for its representative who will respond to all requests for speechwriting services.	
M3	The Bidder must confirm that it will provide the services as outlined in the Statement of Work in one or both official languages (English and/or French).	

Failure of the bidder to meet all mandatory evaluation criteria shall result in a determination of non-compliance and will not be evaluated further.



4.3 POINT RATED TECHNICAL CRITERIA

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below.

Bids which fail to obtain the required minimum number of points specified will be declared non-responsive. Each point rated technical criterion should be addressed separately.

The Bidder must provide sufficient detail to clearly demonstrate how they meet each rated requirement below. Bidders are advised that only listing experience without providing any supporting data and information to describe responsibilities, duties and relevance to the requirements, or reusing the same wording as the RFP, will not be considered “demonstrated” for the purpose of this evaluation.

Rated Technical Criteria				
Number	Criteria	Scoring	Maximum Score	Demonstrated Compliance
R1	<p>The Bidder should demonstrate that it has written the following types of speeches in the last ten (10) years:</p> <ul style="list-style-type: none"> • Keynote address • Speech for a debate in the Parliament of Canada (House of Commons or Senate), or a provincial or territorial legislative chamber • Speech for an appearance before a federal, provincial or territorial parliamentary or legislative committee • Speech to announce a new public or private-sector policy or initiative, or to announce funding to a recipient organization • Welcoming or opening remarks for a conference, meeting or summit • Speech to mark an anniversary or recognize a commemorative occasion 	<p>Up to 60 points will be awarded as follows:</p> <p>0 speech types = 0 points 1 speech type = 10 points 2 speech types= 20 points 3 speech types speeches = 30 points 4 speech types = 40 points 5 speech types = 50 points 6 speech types = 60 points</p>	60 points	
Maximum points:			60 points	
Overall Minimum Points Required to Pass:			30 points	

B. Articles 4.4.1 and 4.4.2 under Part 4 Evaluation Procedures and Basis of Selection, is deleted in its entirety and replaced with the following:



4.4.1 To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation;
- (b) meet all the mandatory evaluation criteria;
- (c) obtain the required overall minimum number of points specified in Part 4 for the point rated technical criteria; and,

4.4.2 Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid obtaining the highest number of points nor the one with the lowest evaluated price will necessarily be accepted.

C. Article 6, Location of Work, under A Statement of work, is deleted in its entirety and replaced with the following:

6. LOCATION OF WORK

6.1 The Contractor will be expected to conduct the work at their own facilities; however, the contractor's resources must be available to participate in meetings via teleconference or videoconference.

6.2 The contractor must take into consideration the current pandemic environment, and shall follow Public Health Agency of Canada guidelines on how to mitigate the risk of spread of the virus to themselves and others, regardless of location of work. It is therefore anticipated that meetings will likely take place virtually when possible, as directed by the TA. Should any concerns arise due to this evolving situation, it is advised the contractor contact the TA immediately following any tasking's of concern.

6.3 Public Safety Canada will not accept any travel and/or living expenses incurred by the Contractor as a consequence of any relocation required to satisfy the terms of the Contract.

6.4 No travel outside of the National Capital Region (NCR) is anticipated in the performance of the activities described in this Statement of Work.

6.5 The contractor must take into consideration the current pandemic environment, and shall follow Public Health Agency of Canada guidelines on how to mitigate the risk of spread of the virus to themselves and others, regardless of location of work.

D. Article 8, Constraints, under A Statement of work, is deleted in its entirety and replaced with the following:

8. CONSTRAINTS

8.1 The contractor must acknowledge new requests within 8 hours of the initial request and confirm that it can meet the deadlines requested by Public Safety

8.2 Non-urgent requirements are defined as: work to be performed during normal business hours from 8:00 am to 6:00pm (EDT, Monday to Friday (Normal Business Hours)

8.3 Urgent requirements are defined as: Consists of high-priority work to be performed at the request of Canada in its entirety or partly outside of Normal Business Hours (8:00 am and 6:00 pm), on weekends, and during the federal government statutory holidays in Ontario which are as follows:



- New Year’s Day;
- Good Friday;
- Easter Monday;
- Victoria Day;
- Canada Day;
- Civic Holiday;
- Labour Day;
- Thanksgiving;
- Remembrance Day;
- Christmas Day;
- Boxing Day.

E. Annex B, Basis of Payment – Financial Proposal is deleted in its entirety and replaced with the following:

ANNEX B, BASIS OF PAYMENT – FINANCIAL PROPOSAL

Prices must only appear in the Financial Bid and in no other part of the bid.

Bidders are required to submit their Financial Proposal in accordance with the tables below.

**The number of hours is an estimation and for the purposes of evaluation only.

The inclusion of volumetric data in this document 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.

Period	Bidder’s Proposed Firm all inclusive hourly rate*	Estimated number of hours**	Total
1	Initial contract period - Contract award to March 31, 2022		
	Regular – As defined in the SOW	250 hours	
	Urgent – As defined in the SOW	50 hours	
2	Option Period 1 - April 1, 2022, to March 31, 2023		
	Regular – As defined in the SOW	250 hours	
	Urgent – As defined in the SOW	50 hours	
3	Option Period 2 - April 1, 2023, to March 31, 2024		
	Regular – As defined in the SOW	250 hours	
	Urgent – As defined in the SOW	50 hours	
4	Option Period 3 - April 1, 2024, to March 31, 2025		
	Regular – As defined in the SOW	250 hours	
	Urgent – As defined in the SOW	50 hours	
5	Option Period 4 - April 1, 2025, to March 31, 2026		
	Regular – As defined in the SOW	250 hours	
	Urgent – As defined in the SOW	50 hours	
		TOTAL (1 + 2 + 3 + 4 + 5):	

***Firm all inclusive unit rates** are firm and all inclusive of overhead, profit and expenses.

The Bidder’s financial proposal must be submitted in Canadian Funds, GST/HST excluded, FOB



Destination, customs duties and excise tax included.

Good and Services Tax (GST) / Harmonized Sales Tax (HST)

All prices and amounts of money in the Contract are exclusive of Goods and Services Tax (GST) or Harmonized Sales Tax (HST), as applicable, unless otherwise indicated. The GST or HST, whichever is applicable, is extra to the price and will be paid by Canada.

The estimated GST or HST is included in the total estimated cost. GST or HST, to the extent applicable, will be incorporated into all invoices and progress claims and shown as a separate item on invoices and progress claims. All items that are zero-rated, exempt or to which the GST or HST does not apply, are to be identified as such on all invoices. The Contractor agrees to remit to Canada Revenue Agency any amounts of GST and HST paid or due.

F. ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.