



CITIZENSHIP AND IMMIGRATION CANADA

SOLICITATION : CIC-153152

Q&A # 4

Q21. *“Amendment 1, 4.a) 4.4) states that ‘The Contractor will be responsible for archiving of the processed SOAs on a yearly basis.*

- a. This does apply to all SOAs, those been mailed as well as those being emailed, can you confirm?*
- b. By ‘yearly basis’, please confirm that you mean that statements will be archived as they are processed for being printed or mailed, and that it is the retention period for any statement that is one year.*
- c. At the end of the retention period the archived statements are to be destroyed without being returned to CIC or without requiring a permission from CIC to proceed?*
- d. Any request made by CIC about an archived statement would be done through the bidder’s Project Manager, so that no interface to the archive accessible by CIC is required, please confirm.”*

A21.

- a) Yes, the archiving applies to all SOAs, mailed and emailed.**
- b) The retention period is one year.**
- c) At the end of the retention period, the archived statements are to be destroyed without being returned to CIC.**
- d) yes, any request made by CIC about an archived statement will be done through the bidder’s Project Manager.**

Q22. *“ Please confirm the following interpretation of the way to complete Table 1 and Table 2 of Annex E – Basis of payment. The numbers are fictitious and to illustrate the question only. The numbers are for the Contract Period column only, but the questions also apply to the 4 option periods as well.*

If Bidder 1 wants to charge \$100 / month for Generating, \$1.50 / unit for Printing and \$1.50 / unit for Mailing, then the Total dollar value (E) will $100 + 1.5 + 1.5 = \$103$.

If Bidder 2 wants to charge \$150 / month for Generating, \$1 / unit for Printing and \$1 / unit for Mailing, then the Total dollar value (E) will $150 + 1 + 1 = \$152$.

Therefore, Bidder 1 will be favored over Bidder 2 in terms of price, can you confirm?



The question is asked because it seems to give an excessive weight to the Generating price item over the others as there is no monthly quantity associated to the latter items (and to the emailing item in Table 3 as well), and we want to make sure it is the intent.”

A22. Please refer the amendment 002 of the RFP #CIC-153152