



Procurement Hub – Ottawa Office,  
200 Kent Street,  
Ottawa, Ontario K1A 0E6

June 10, 2021

**ADDENDUM NO. 1**

Subject: **Request for Proposal (RFP) - 30000116**

Title: Update of Safety Code 6 Guidelines and Technical Bulletins

Dear Sir/Madam:

Further to the above-mentioned Request for Proposal, this Addendum no.1 is to advise potential bidders of the following Questions & Answers and to amend the Request for Proposal as detailed below:

**Questions/Answers:**

**Q1.** Would it be possible to an extension of a week, maybe two, to make a proper proposal?

**A1.** The bid closing date is hereby extended to Wednesday, June 23, 2021 at 2:00PM EDT.

**Q2.** We obtain the RFP directly from the Buyandsell.gc.ca procurement site ( <https://buyandsell.gc.ca/procurement-data/tender-notice/PW-21-00955206> ). We directly download the document from the link, but we didn't find any way to "buy" the document or indicated our coordinates for further potential addenda or to prove that the document was obtained properly. His that correct or conform way of doing it?

**A2.** Please refer to the home page of the Buy & Sell website to register as a supplier and obtain proper access. Help is also provided. The BuyandSell.gc.ca website is managed by Public Services and Procurement Canada not DFO.

**Q3.** Also, from the Buyandsell.gc.ca procurement site and going thru the RFP, there is a mention of Attachments 1 to 8, that should be part of the RFP (ref to page 20, 21, and 22 of the RFP). These attachments don't seem to be part of the RFP. Could you indicate how to obtain them or transfer them to us, by email or FTP?

**A3.** Attachments 1 to 8 are included with this amendment (no.1) of the above mentioned Request for Proposal

**Q4.** I have a question regarding the calculation of the point rating for the selection criteria. If I have been working on a Safety Code 6 project for the past 2 years that has been broken down into 30 sub-projects that each takes from 2 days to 5 days to complete, how would you calculate the scoring ?

**A4.** It is acceptable to have large projects broken down into small sub-projects, and each of these small projects may have a duration that is shorter than 1 month.

It is also acceptable to combine small projects, that may have a duration that is shorter than 1 month, even if these small projects are not part of a larger project.

However, in both cases, points will only be awarded for complete chunks of 1 month durations.



For example, 4 small projects whose durations are 20, 35, 14 and 16 days would give a total of 85 days which, divided by the mean duration of a month (30.437 days), gives 2.79 which, rounded down gives 2 months and is worth a total of 2 points.

**Q5.** Most of my NIR Safety Code 6 projects are for a single duration of 2 to 5 days each, but I am spending 3-4 months per year on such projects for the past 10 years. Since I do not have a single project that takes a full-month time, would my score will be calculated as 0 ? Or would you consider 1 month for every 20 days of work spent on a project ?

**A5.** After the durations of all completed projects have been added, one (1) point will be awarded for each complete chunk of one (1) month in length, up to a maximum of 10 points. See amendment no.1 below.

**Amendment No.1 to Request for Proposal No. 30000116:**

**Appendix “C” Evaluation Criteria – Point Rated Criteria**

**DELETE:** Point Rated Criteria as read

**INSERT:** Point Rated Criteria as follows

**Point Rated Criteria (revised)**

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

The Bidder **MUST** achieve a minimum score of five (5) points in both Point-Rated Criteria, otherwise the bid will be deemed non-compliant and will not be given further consideration.

No	Point-Rated Criterion	Point Breakdown	Evaluated Score	Bid Page Number
R1	<p><b>The Bidder’s proposed Team Lead should demonstrate, in the last 180 months (15 years) from the date of bid closing, that they have experience as the lead investigator in performing Safety Code 6 Non Ionizing Radiation (NIR) surveys to measure electromagnetic energy levels.</b></p> <p>Each project <b>MUST</b> be detailed as follows:            Client name;            Title of project;            Duration with month(s) and year            Start date: MM/YY to end date: MM/YY;            Summary of responsibilities; and            Contact authority* (name, email and/or telephone number).</p>	<p>After the durations of all completed projects have been added, one (1) point will be awarded for each complete chunk of one (1) month in length, up to a maximum of 10 points.</p>	/10	



	<p><b>*Contact Authority</b> is identified as a person who acted as Project Manager or had direct knowledge of the referenced project.</p>			
R2	<p><b>The Bidder's proposed Team Lead should demonstrate, in the last 180 months (15 years) from the date of bid closing, that they have experience in writing Safety Code 6 recommendation reports.</b></p> <p>Each project MUST be detailed as follows:            Client name;            Title of project;            Duration with month(s) and year            Start date: MM/YY to end date: MM/YY;            Summary of responsibilities; and            Contact authority* (name, email and/or telephone number).</p> <p><b>*Contact Authority</b> is identified as a person who acted as Project Manager or had direct knowledge of the referenced project.</p>	<p>After the durations of all completed projects have been added, one (1) point will be awarded for each complete chunk of one (1) month in length, up to a maximum of 10 points.</p>	/10	
		<b>Total Score</b>	<b>/20</b>	

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

Yours truly,

**Larry Hotte**

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