



Material and Procurement Services / Services du matériel et des acquisitions
Procurement Hub – Ottawa / Centre d'approvisionnement – bureau de Ottawa
200 Kent St. Ottawa Ontario K1A 0E6

4500007898

Subject : Request for Proposal
Title: 4500007898 – Search Optimization Methodologies for Canadian Coast Guard
Maritime Search and Rescue

ADDENDUM #4

Further to the above - mentioned Request for Proposal documentation previously provided, Addendum (#4) is hereby issued.

Questions and Answers

Question 6:

We believe the ratio of Secondary resource / Primary resource shall be around 4 or 5 / 1 instead of 2/1 as mentioned (7.5 and 15 hours per week). For example, if the Primary resource works 4-5 hour per week, the secondary resource would work 20 hours per week. Does it look possible?

Answer 6:

The ratio of hours within this request for proposal was an estimate. The bidder may propose another ratio in their bid.

Question 7:

How will the project management / work planning be done? Our understanding is that we shall not assign a project manager to this project and DFO will manage all the communications, the requirements, the deliverables, directly with the Primary and Secondary resources. Is our understanding correct?

Answer 7:

The bidder can manage operations within their resources for the portion of the project that is defined by the contract. However, project management for the overall CANSARP product will remain with the Project Authority. Given that the contracted resources are research scientists, the bidder will be expected to contribute to drafting requirements. However, the Project Authority and any supporting user committees will review and approve them.



Question 8:

Do we need to guarantee the availability of resources?

What happens if DFO doesn't need any help/support for one or more weeks? In this case, will we charge for the reserved time?

What will be the time horizon over which the workload will be guaranteed or planned?

Note: Those answers will have an effect on the hourly rates.

Answer 8:

Yes, per section 5.2.3.1, the bidder must certify the Status and Availability of Resources. The resources proposed by the bidder must be available at the time of award. If it is necessary to change a resource in the middle of the contract, suggested replacement resources will be evaluated as were the original proposed resources. The replacement resource must obtain a score equally to or greater than the outgoing resource. The bidder will be paid for time worked.

Question 9:

At section 5. Deliverables of the S.O.W. it is written: 'The contractor will maintain a complete work plans, requirements specifications and methodology documents for the project' And 'The Requirements Specification (RS) documents will be created by the contractor for each Project Work Plan task, as approved by the ASPT Working Group.'

Does 'The contractor' refer only to the primary and the secondary resources, or to additional resource(s)?

Answer 9:

The contractor refers to the primary and secondary resources only. If the contractor uses additional personnel internally to manage administrative duties, it is at the expense of the contractor.

Question 10:

If time is needed to correct algorithms and methods (ref section 7. Contractor Responsibility), this time will be billed to DFO and not assumed by the contractor?

Answer 10:

This time will be billed to DFO. Any work that is done, whether it is a correction or new, is for the benefit of the project and is, therefore, billable.

Question 11:

Will the hours worked be billed and paid monthly, depending on the time worked?

Answer 11:

Yes, per clause 6.7.3 Canada will pay the Contractor on a monthly basis for work performed during the month.



Question 12:

3.1.1. states that Bidders must submit their financial bid in accordance with the Basis of Payment in Annex “B”. However, we don’t have the detail of the tasks to be carried out, only your estimate of the workload.

In our Financial bid, we only need to provide the hourly rates of the Primary and Secondary resources or do we have to provide the estimated total cost (your time estimates multiplied by the duration of the contract and multiplied by the rates)?

Answer 12:

Please consider the following changes to complete your financial bid. The updated Annex B is also available as a separate attachment.

1. Under section 4.1.1 Technical Evaluation:

INSERT:

4.1.1.3 Mandatory Financial Criteria

No.	Mandatory Financial Criteria	Compliant (yes/no)	Reference to Bidder’s proposal
MF1	The maximum yearly budget for this contract must be \$120,000.00 CAD taxes included.		

2. Under section 6.7.1. Basis of Payment:

DELETE IN ITS ENTIRETY

INSERT:

The Contractor will be paid for the Work performed in accordance with the Basis of payment at annex B , to a ceiling price of \$ _____ (insert amount at contract award). Customs duties are included and Applicable Taxes are extra.

3. Under ANNEX “B” BASIS OF PAYMENT

DELETE IN ITS ENTIRETY

INSERT:



ANNEX "B" - BASIS OF PAYMENT

Initial Contract Period: From Date of Contract to March 31, 2022

Table 1

Item	Description	Number of resources	Estimated number of hours	Firm hourly rate	Estimated Cost (CAD \$)
1	Primary Resource	1			\$
2	Secondary resource	1			\$
Maximum Estimated Total (excluding taxes)					\$60,000

Option Period 1: From April 1, 2022 to March 31, 2023

Table 2

Item	Description	Number of resources	Estimated number of hours	Firm hourly rate	Estimated Cost (CAD \$)
1	Primary Resource	1			\$
2	Secondary resource	1			\$
Maximum Estimated Total (excluding taxes)					\$120,000

Option Period 2: From April 1, 2023 to March 31, 2024

Table 3

Item	Description	Number of resources	Estimated number of hours	Firm hourly rate	Estimated Cost (CAD \$)
1	Primary Resource	1			\$
2	Secondary resource	1			\$
Maximum Estimated Total (excluding taxes)					\$120,000



Option Period 3: From April 1, 2024 to March 31, 2025
Table 4

Item	Description	Number of resources	Estimated number of hours	Firm hourly rate	Estimated Cost (CAD \$)
1	Primary Resource	1			\$
2	Secondary resource	1			\$
Maximum Estimated Total (excluding taxes)					\$60,000

Maximum Total (Table 1 + Table 2 + Table 3 + Table 4)	\$360,000
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All other terms and conditions of this RFP remain the same.

Regards,

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