



RETURN BIDS BY EMAIL TO:
Marie-Anne.Clancy@tpsgc-pwgsc.gc.ca

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

Proposal to: Public Works and Government Services Canada

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred or attached hereto, the supplies and services listed herein or on any attached sheets at the price(s) set out therefor.

Propositions aux : Travaux publics et Services gouvernementaux Canada

Nous offrons par la présente de vendre à sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les articles et les services énumérés ici et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Solicitation No. - N° de l'invitation 10073408	Type - Genre Amendment	Update - Mise à jour 001
Solicitation closes - L'invitation prend fin at - à 2:00 PM (EST) - 14h00 (HNE) on - le 2021-12-20	PWGSC File No. - N° de référence de TPSGC 10073408	

↑ Please ensure this area appears in window of return envelope / S'assurer que cette partie figure dans la fenêtre de l'enveloppe-réponse ↑



Date of Solicitation - Date de l'invitation 2021-12-08	
Address inquiries to - Adresser toute demande de renseignements à : Marie-Anne.Clancy@tpsgc-pwgsc.gc.ca	
Area code and Telephone No. Code régional et N° de téléphone	Facsimile No. N° de télécopieur
Destination NCR	

Instructions:
Municipal taxes are not applicable.

Unless otherwise specified herein by the Crown, all prices quoted are to be net prices in Canadian funds including Canadian customs duties, excise taxes, and are to be F.O.B, including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax is to be shown as a separate item.

Instructions:
Les taxes municipales ne s'appliquent pas.

Sauf indication contraire, énoncée par la Couronne, dans les présentes, tous les prix indiqués sont des prix nets, en dollars canadiens, comprenant les droits de douane canadiens, la taxe d'accise et doivent être F.A.B, y compris tous frais de livraison à la (aux) destination(s) indiquée(s). La somme de la taxe sur les produits et services devra être un article particulier.

Delivery required - Livraison exigée	Delivery offered - Livraison proposée
Vendor Name and Address - Raison sociale et adresse du fournisseur	
Facsimile No. - N° de télécopieur	
Telephone No. - N° de téléphone	
Name and title of person authorized to sign on behalf of vendor (type or print) - Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'impression)	
Signature	Date

The purpose of this solicitation amendment 001 is to respond to questions received, amend the RFP and extend the solicitation period.

Questions and Answers

Q. 1 I would like to know if you would be open to the timeline proposed in our submission being different from the one in the invitation to tender?

A. 1 The timeline proposed in your submission must match the one requested. The current modification includes a modification to the proposed timelines. There is no requirement to conduct public consultations. See changes below.

Q. 2 I wanted to confirm with you that the maximum funding of \$ 185,840 must include both required services and optional services

A. 2 Yes, as shown in Attachment 1 to Part 3, the Total Evaluated Price of the Proposal is the sum of the amounts of Required Services and Optional Services. See changes to maximum funding

Q. 3 According to the Annex A with the Schedule of milestones, it appears that the time allowed after step R2 is not sufficient to achieve the desired stakeholder consultation process.

A. 3 Conducting stakeholder engagement is not a required activity for the work requested under R2.

Please make the modification to the request for proposal as follows :

1) At the attachment 1 to part 3 Pricing schedule, delete the table Schedule of Milestones and replace it entirely with the following:

Milestone No.	Deliverable	Delivery Date	Milestone payments
1	D-1 Meetings	No later than 2 weeks after contract award, & every second week over the term of the Contract	–
2	D-2 Project plan	No later than 1 week after D-1 meeting	–
3	D-3 R1 and R2 – Outline of written report/work	~3 weeks after contract award	–
4	D-3 R1 and R2 – DRAFT	May 13, 2022	\$ (10% of contract value)
5	D-3 R1 and R2 Final documents D-4 R1 and R2 draft presentation	June 15, 2022	(35% of contract value)

Milestone No.	Deliverable	Delivery Date	Milestone payments
6	D3 R3 – Outline of written report	June 30, 2022	–
7	D5 – Presentation to PSPC of R1 and R2 findings	June 30, 2022	–
8	D-3 R3 – DRAFT	August 12, 2022	\$ (10% of contract value)
9	D-3 R3 – Final documents D-4 R3 – Draft presentation	September 16, 2022	\$ (15% of contract value)
10	D5 – Presentation to PSPC of R3 findings	September 23, 2022	–

2) At section 4.1.2 Mandatory Financial Criteria, delete section 4.1.2.1 Mandatory Financial Criteria entirely and replace it with the following:

The maximum funding available for the Contract resulting from the bid solicitation is **\$200,000.00** (Applicable Taxes extra). Bids valued in excess of this amount will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available.

For bid evaluation and contractor selection purposes only, the evaluated price of a bid will be determined in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3.

3) At Part 7 Resulting contract clauses section 7.4.1 Period of the Contract, delete the section entirely and replace it with the following:

The period of the Contract is from date of Contract to **September 30, 2022** inclusive.

4) At the Part 7.4.2 Option to Extend the Contract delete the section entirely and replace it with the following:

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to an additional **6** month period under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 5 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

- 5) **At Annex A Section 9.1 Project milestones and delivery dates, delete entirely and replace it with the following:**

Milestone No.	Deliverable	Delivery Date
1	D-1 Meetings	No later than 2 weeks after contract award, & every second week over the term of the Contract
2	D-2 Project plan	No later than 1 week after D-1 meeting
3	D-3 R1 and R2 – Outline of written report/work	~3 weeks after contract award
4	D-3 R1 and R2 – DRAFT	May 13, 2022
5	D-3 R1 and R2 Final documents D-4 R1 and R2 draft presentation	June 15, 2022
6	D3 R3 – Outline of written report	June 30, 2022
7	D5 – Presentation to PSPC of R1 and R2 findings	June 30, 2022
8	D-3 R3 – DRAFT	August 12, 2022
9	D-3 R3 – Final documents D-4 R3 – Draft presentation	September 16, 2022
10	D5 – Presentation to PSPC of R3 findings	September 23, 2022

Milestones and delivery dates for the optional service deliverables (R4, R5 and R6) will be specified if PSPC chooses to procure these optional services.

6) **At Annex B Basis of payment, Section B- Milestone Payment, delete** entirely and **replace it** with the following:

The schedule of milestones for which payments will be made in accordance with the Contract is as follows:

Milestone No.	Deliverable	Delivery Date	Milestone payments
1	D-1 Meetings	No later than 2 weeks after contract award, & every second week over the term of the Contract	–
2	D-2 Project plan	No later than 1 week after D-1 meeting	–
3	D-3 R1 and R2 – Outline of written report/work	~3 weeks after contract award	–
4	D-3 R1 and R2 – DRAFT	May 13, 2022	\$ (10% of contract value)
5	D-3 R1 and R2 Final documents D-4 R1 and R2 draft presentation	June 15, 2022	(35 % of contract value)
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10	D5 – Presentation to PSPC of R3 findings	September 23, 2022	–

The closing date for this Solicitation has been extended to December 20, 2021.

All other sections of the request of proposal remain unchanged.