

**ADDENDUM #3**

CDIC RFSA 2020-2842 – 2021 REFRESH

Issued: December 23, 2021

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**1. Title** Information Technology Staff Augmentation and Project Delivery Services

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**2. Questions and Answers** Unless otherwise specified, capitalized words and terms have the meaning set out in the RFSA. All questions were received in English. In the event of any discrepancy, inconsistency or conflicts between the wording of the English or French version of this Addendum #3 or any related documents, the wording of the English version shall prevail.

This Addendum #3 is issued to provide the following response to questions received from Suppliers to the RFSA referenced above:

**Q10. Under item 9.3 (b) of Article 9 of the proposed Professional Services Agreement (page 84 of the PDF), "CDIC may arrange, upon such terms and conditions and in such manner as CDIC deems appropriate, for any uncompleted Services to be completed and the Supplier shall be liable to CDIC for any amounts in excess of the Total Fee as are required to retain a replacement Supplier to complete the Services. CDIC may, in its sole discretion, withhold from the amount due to the Supplier upon termination of this Agreement such sums as CDIC determines to be necessary to protect CDIC against any excess costs it might incur in relation to the retention of a replacement Supplier and the completion of the Services."**

**We see how this would apply to managed services/contracted fee-for-service relationships. Would this also be applied to Staff Augmentation relationships, given that completion of project work by individual resources brought in by CDIC is not under the direct control of the vendor? Replacement and warranty terms for an individual resource dismissed by CDIC are appropriate, but under what circumstances and how would this broader condition be applied?**

A10. As per Section 14, Resulting Agreements and Term of Agreement, CDIC intends to award agreements based on Schedule "F" (Form of Professional Services Agreement) to successful Suppliers. As such, any dialogue related to the Professional Services Agreement will only be considered with successful Suppliers.

**Q11. Given the upcoming holiday period, would the client please extend the response deadline to February 7, 2022 to align with the CDIC RFSA 2020-2875 – 2021 REFRESH?**

A11. No, the Proposal Submission Deadline will not be extended.

**Q12. We won RFSA # 2020-2842 on December 15, 2020 for 4 of 7 service categories. We negotiated Terms and Conditions for this contract at the time of award. We are planning on responding to RFSA - 2020-2842 - 2021 REFRESH for the remaining service categories. Please**

**confirm that the additional service categories would be added to our existing agreement if awarded.**

A12. Yes, the additional Roles under the Service Categories will be added to your existing agreement, if awarded.

Please see response to Q7 in Addendum #2, dated December 20, 2021.

**Q13. In Appendix A-1, in the first paragraph, the RFSA states, "Projects undertaken by CDIC may require either an individual resource or a team of resources to work with CDIC." Given that statement, would CDIC please explain how it differentiates between the streams if Stream 1 could be a request for multiple resources (a team)? It is typical that a supplier places multiple resources on the same project; would this qualify as Project Delivery Services - Stream 2?**

A13. For Service Stream #1, (Staff Augmentation Services) more than one resource may be required. For additional clarity, there may be a need for multiple resources to fulfil multiple roles.

For Service Stream #2 (Project Delivery Services) a list of key personnel, the relationship lead and other roles and resources involved in performing the services may be required.

**Q14. In Schedule B, on page 49, section a) under Reference Engagement Form states, "The information provided in the Reference Engagement Form must reflect Engagements the Supplier has completed after January 1, 2015, and prior to the Proposal Submission Deadline. Any Engagement with a completion date prior to January 1, 2015, or after the Proposal Submission Deadline will not be considered for evaluation and will be disqualified." Can this be amended to include engagements that may not be completed by the proposal deadline, but, the initial project/deliverable was completed and the client extended the initial contract period so that the resource could work on a different project altogether, or, a different part of the project, or just continue on a support and maintenance basis? We have found that this is often the case when a resource is competent and the client wants to extend beyond the initial contract period and deliverables.**

A14. No, the requirement for Reference Engagement Forms to reflect Engagements the Supplier has completed **after January 1, 2015**, will not be amended.

For additional clarity, a Reference Engagement that has deliverables which include on-going maintenance and support may be profiled; however, only the completed portion of the deliverables is considered by CDIC to be eligible to be profiled. A Reference Engagement that is still on-going as at the Proposal Submission Deadline is not considered by CDIC to be eligible to be profiled and will not be considered for evaluation.

**All other terms of the RFSA remain unchanged.**

**[END OF ADDENDUM #3]**