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100-1045 Main Street  
Moncton  
New Brunswick  
E1C 1H1  
Bid Fax: (506) 851-6759

## SOLICITATION AMENDMENT MODIFICATION DE L'INVITATION

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

### Comments - Commentaires

**Vendor/Firm Name and Address**  
**Raison sociale et adresse du**  
**fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**  
Acquisitions NB/PEI (Moncton Office) – Bureau  
d'acquisitions N.-B./Î.-P.-É. (Moncton)  
1045 Main Street / 1045, rue Main  
Moncton  
New Bruns  
E1C 1H1

<b>Title - Sujet</b> Career Transition Services	
<b>Solicitation No. - N° de l'invitation</b> 51019-220175/B	<b>Amendment No. - N° modif.</b> 002
<b>Client Reference No. - N° de référence du client</b> 51019-220175	<b>Date</b> 2022-02-08
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$MCT-018-6129	
<b>File No. - N° de dossier</b> MCT-1-44027 (018)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> Atlantic Standard Time AST <b>on - le 2022-03-03</b> Heure Normale de l'Atlantique HNA	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Martin (MCT), Lisa M.	<b>Buyer Id - Id de l'acheteur</b> mct018
<b>Telephone No. - N° de téléphone</b> (506) 962-5328 ( )	<b>FAX No. - N° de FAX</b> (506) 851-6759
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Delivery Required - Livraison exigée</b>	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

Solicitation Amendment No. 002

This solicitation is hereby amended to provide the following questions and answers

**Question 6. R8d asks for detailed information/service delivery plans demonstrating commitment to adhering to the general requirements within the following: Financial requirements associated with claims processing, payment, invoicing, reporting, and travel.**

**After a thorough review of the SOW, “claims” only appears to be mentioned in section 6.45.1, Standard Operating Procedures. However, under this SOW, it does not appear that the contractor would be processing any type of “claims.” Could you kindly define what is meant by “claims processing” in the context of R8d and career transition services?**

**Response 6.** The word “Claims” was included in error in the SOW Section 6.45.1 and the phrase “claims processing” was included in error in R8d in the Evaluation Criteria. Both to be removed from the RFP documents.

VAC requests the following corrections to the RFP documents in response to Question 1.

SOW 6.45.1. The Contractor must develop SOPs to include all procedures and processes that enable successful delivery, management and maintenance of the services and systems in place to support Finance, Human Resources, Security, Communications, Operations Management, Performance Measurement, Change Management, Systems Management and Maintenance, Business Continuity and Disaster Recovery, ~~Claims~~, Privacy and Quality Management, as well as other key requirements of this SOW. SOPs must include a general overview of the various Contractor's Operational Units that support the delivery of services, and include a description of the roles, responsibilities and general deliverables.

Eval Criteria R 8 d. Financial requirements associated with ~~claims processing~~, payment, invoicing, reporting and travel

**Question 7. Based on the response provided for question 1, could you confirm that this task would form part of the tasks performed by the Contract Manager and would be included as part of the Firm Monthly Price (Annex B – Basis of Payment)?**

**Response 7.** This task was included in error and references to be removed from the RFP documents.

**Question 8. Does VAC anticipate that the Contractor will be responsible for processing claims for ETB? If so, how and where would this be included in Annex B – Basis of Payment?**

**Response 8.** The Contractor will not be responsible for processing claims for ETB.

**Question 9. Given the complexity of this request, we would like to respectfully request a 2 week extension to the current deadline.**

Solicitation No. - N° de l'invitation  
51019-220175/B  
Client Ref. No. - N° de réf. du client  
51019-220175/B

Amd. No. - N° de la modif.  
002  
File No. - N° du dossier  
MCT-1-44027

Buyer ID - Id de l'acheteur  
mct018  
CCC No./N° CCC - FMS No./N° VME

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**Response 9.** VAC would accept a one week extension to the current deadline, but not a 2 week extension.

**AND**

The purpose of this solicitation amendment is to extend the closing date

From: 2022-02-24  
To: 2022-03-03

All other terms and conditions remain unchanged.

Inquiries are to be directed to:

Name Lisa Martin  
Telephone No.: (506) 962-5328