Questions & Answers

Title: Project Manager, level 3	
Solicitation Number: ISED-201531	Date: February 15, 2022

NO	Questions	Answers
1	Has there been an incumbent within twelve months (or greater) either as a Term; Casual or Agency Contract (Sole Source, THS, TSPS, TBIPS) performing these duties? a. If so, has the incumbent Vendor been invited? b. If so, can you provide the number of days worked on said contract along with the dollar value?	Yes, there have been incumbents through an existing contract (TSPS) within the past twelve months. a) The incumbent vendor was KPMG. They were not invited. b) The number of days worked is complex as there were various resources for various periods of time. For the initial contract year and option years, there has been between 1 to 3 contractors engaged at any time, with the dollar value as $1,769,911.50.
2	Given the unknown nature of the on-site vs remote/working from home guidelines for the foreseeable future, can the client edit the Annex A/Statement of Work 8.0 location to allow for either a Remote or Hybrid (office/offsite) work location ?	In Annex A, Section 8.0 states: *"The contractor will carry out the work on Innovation, Science and Economic Development premises located at 235 Queen Street, Ottawa or <u>through telework as determined by Innovation Canada.</u>"* In other words, if determined by Innovation Canada, the contractor may work remotely.
3	In M1, is it assumed the Sr. Project Manager Resource has prior projects with ISED? - If the Proposed Resource <u>does not</u> have an ISED project, how	No, it is not assumed that the Sr. Project Manager Resources has prior projects with ISED. As indicated in the RFP for the Required Supporting Information:

	does a firm's Resource be compliant for M1? - Should this be removed?	*"If the proposed resource has NOT been contracted by Innovation, Science and Economic Development Canada (formerly Industry Canada) within the last five (5) years, nothing is required for M1."* The vendor can respond by "Not Applicable" as a reasonable response.
4	Can you please confirm whether the resource submitted at this stage should be unilingual or bilingual?	Depending on the task, the work will be conducted in either English or French. This will be determined on a task-by-task basis. Therefore, resources submitted may be unilingual.
5	In regard to the subject solicitation, Corporate Mandatory requirement CM1, would ISED accept a reference contract where the work was under the "Project Executive" resource category if all other conditions were met? (As opposed to the "Project Manager" resource category").	No, only work done under the Project Manager resource category is deemed acceptable
6	The corporate mandatory criteria CM1 requires reference contracts with a minimum value of only $100,000. The intention of this RFP is to award a contract with a value of up to $3.75 million. In order to match the expected outcome of this solicitation, will the Crown please change this criteria to require referenced contracts with a minimum value of $3.75 million?	Each client contract cited must have a minimum total contract value of $100,000.00 for the stated resource category (TSPS/TBIPS Senior Project Manager or Senior Business Project Manager). To encourage competition, we will be leaving the minimum value as $100,000.
7	Corporate requirement CM1 requests contract references with a minimum value of $100,000 which the Bidder believes will not demonstrate the ability of a vendor to provide quality Project Manager resources at the level expected	The $3.75M is the maximum of the contract value so we are not looking for vendors that can go over that amount. No, this will not be modified.

	from this RFP's resulting contract. Will the Crown please adjust CM1 to request vendors provide examples of billed contracts where the vendors have billed over $3.75 million for Project Managers?	
8	For CM1- Would the Crown allow for references not to come from TBIPS/TSPS since the Crown is allowing for corporate references to be given by "Crown Corps or Provincial government organizations" and they do not use TBIPS or TSPS? As long at the role/ category is of a Senior Project Manager it will suffice? *"The Bidder must provide TSPS/TBIPS Senior Project Manager or Senior Business Project Manager corporate references for two (2) distinct and separate Government of Canada (GoC) client department/agency/crown corporation or provincial government organizations contracted within the last eight (8) years."*	It will be allowed if the work completed was performed under a contract with a crown corporation or provincial government organizations. If the contract was with a Government of Canada (GoC) department or agency, it must under a TSPS or TBIPS as a Senior Project Manager or Senior Business Project Manager.
9	Page 17 indicates: b. Certification of Language – English and French Essential - By submitting a bid, the Bidder certifies that, should it be awarded a contract as result of the bid solicitation, every individual proposed in its bid will be fluent in English and French. The individual(s) proposed must be able to communicate orally and in writing in English and French without any assistance and with minimal errors. Page 33 states - 9.0 OFFICIAL LANGUAGE - Depending on the task, the work will be conducted in either English or French. This will be determined on a task-by-task basis. If the Crown could please clarify what language the resource must meet upon bid submission.	An amendment to the Certification of Language will be changed to English **or** French. The resource, or individual proposed, can be unilingual. Submissions for the bid may be in either English **or** French.

10	Part 2 – Bidder Instructions, section 2.4 Inquiries – Bid Solicitation (page 8) indicates all inquiries must be submitted "**no later than 2:00 p.m. EDT on Friday, February 4, 2022".** Considering the bid closes on this date, we assume this is an error. Can the Crown please confirm the deadline for questions?	Inquired about when deadlines for questions
11	Given that Annex A – Statement of Work, 9.0 Official Language (page 33), indicates "Depending on the task, the work will be conducted in either English or French. This will be determined on a task-by-task basis", please clarify the Certification of Language at Part 4 – Evaluation Procedures and Basis of Selection (page 17) should either pertain only to the resource included in this bid, and thereby read: *"By submitting a bid, the Bidder certifies that, every individual proposed in its bid will be fluent in English and French. The individual(s) proposed must be able to communicate orally and in writing in English and French without any assistance and with minimal errors"*, or be revised to include all potential resources on the contract whether they be on a TA requiring one or both languages.	An amendment to the Certification of Language will be changed to English or French. The resource, or individual proposed, can be unilingual. Submissions for the bid may be in either English or French.
12	With respect to the security requirement for the resource, page 33 of the RFP (Annex A, Section 11.0 Security) indicates they "will be required to have security clearance at the Secret Level" and section 7.4 Security Requirement, item 2 also indicates Secret; however, both Reliability and Secret are checked off in the Security Requirements Check List on page 48 (Annex E). Can the Crown please confirm which is correct?	11.0 will be amended to "The contractor/offeror personnel requiring access to protected/classified information, assets or sensitive work site(s) must each hold a valid personnel security screening at the level of reliability status or secret as required, granted or approved by the CSP, PWGSC"
13	PR5 of the Point Rated Evaluation Criteria grid (Annex A, page 43) indicates "Demonstrated professional work	PR5 under Required Supporting Information will be amended to:

	experience participating in stage-gate reviews" as the criteria. However, in the Required Support Information column it states "To provide context, Bidders must include a description of the project communication plan developed". Please confirm this should be corrected to state "To provide context, Bidders must include a description of the stage-gate review".	"To provide context, Bidders must include a description of the documents prepared for the stage-gate review process"
14	In reference to ANNEX F, BID SUBMISSION FORM, the contents of the form cut off midway through Security Clearance Level of Bidder section and reads as follows: "Security Clearance Level of Bidder [include both the level and the date it was granted] [Note to Bidders: Please ensure that the security clearance matches the legal name of the Bidder. If it does not, the". Will the crown please reissue a complete Bid Submission Form?	Complete Bid Submission Form has been corrected in the amended RFP
15	Referring to the RFP document, page 51, "ANNEX F, BID SUBMISSION FORM", the form seems to be incomplete in the PDF version. Would it be possible to have the complete "Bid Submission Form"?	Complete Bid Submission Form has been corrected in the amended RFP
16	Would it be possible to extend the deadline of this RFP by one week as well?	Solicitation date amended to February 11th, 2022
17	PR5 requires "experience participating in stage-gate reviews". In the "required supporting information" column of the grids, it says " To provide context, Bidders must include a description of the project communication plan developed." Can you please confirm if this is correct? If not, what details are required to provide context?	PR5 under Required Supporting Information will be amended to: "To provide context, Bidders must include a description of the documents prepared for the stage-gate review process"
18	Referring to the RFP document, page 40, Flexible Grid Evaluation Criteria Table, Section FG3 has mentioned, *"Professional Work Experience -*	As long as the professional work experience demonstrated is equivalent to the TSPS SA resource category

	Demonstrated professional work experience as a Senior Project Manager as per the ***TSPS SA resource category*** *description and experience requirements"*. Would the Crown clarify whether the proposed resource experience as a Senior Project Manager would be considered/counted under any vehicles, or the resource experience is considered/counted under this TSPS vehicle only?	description and experience requirements, it would be considered.
19	Based on the certification of language stating that both English and French are essential, vendors were of the understanding that a bilingual resource was required as it clearly states on page 17 of the solicitation that the individual proposed in its bid will be fluent in English and French. This changes the scope of the experience and the pricing strategy for the resource being bid and now puts vendors who recruited bilingual resources at a competitive disadvantage. We request that the Crown adds a rated requirement for 5 points for resources who are fully bilingual.	Request has been granted and an amended to the RFP to reflect the additional points under the Point-Rated Criteria (PR7)
20	The SOW in ISED-201531 listed the official language as English or French, which was confirmed in the Q&A posted 12 days after the RFP was issued. Based on this, it is understandable that firms would have completed their responses with a unilingual resource. Changing the scoring of the point-rated requirements through subsequent Q&A causes completed proposals with unilingual resources to become less competitive and does not meet PSPC's objectives for fairness, openness, and transparency of government procurement. Will ISED please remove point-rated requirement PR7?	Point-Rated Criteria 7 will remain.

21	Will ISED kindly provide a one-week extension to the closing date?	Yes, we will grant a one-week extension
22	As resources are already required to meet the TSPS Flexible Grid tasks, requiring resources to demonstrate "*tasks and services similar to that outlined in Annex A – Statement of Work*" is redundant and will result in an additional level of effort to evaluate these resources. Due to the redundancy, please confirm that a project manager who performed 50% of the tasks and services similar to that outlined in the TSPS category of 3.2 Project Manager will meet M2.	In M2, it stated that "the proposed resource performed senior project manager tasks and services similar to that outlined in Annex A". A resource that has "demonstrated professional work experience as a Senior Project Manager as per the TSPS SA resource category description" would be similar to Annex A.
23	Is there any incumbent for this RFP? There are too many RFXs coming out from the federal government at this moment. But we really want to provide a quality proposal for this one. Would you like to extend the submission deadline to Feb 28? Thank you very much for your consideration!	Yes, there have been incumbents through the existing RFP contract (TSPS). No further deadline will be granted