



Public Services and Procurement Canada
 Departmental Acquisitions Services
 BY EMAIL to the Contracting Authority:
 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 EN439-20221984	Type - Genre Amendment	Update - Mise à jour 001
Solicitation closes - L'invitation prend fin at - à 2:00 PM (EDT) - 14h00 (HNE) on - le 2022-08-17	PWGSC File No. - N° de référence de TPSGC EN439-20221984	

↑ 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 2022-07-07	
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

Amendment 001 is issued to provide answers to questions received from the industry and amend the RFP.

QUESTION 1

On page 7/97 of this solicitation, Section 1.4.3 reads “This procurement is conditionally set aside under the federal government Procurement Strategy for Indigenous Business if the two (2) conditions below are met. For more information on Indigenous business requirements of the Set-aside Program for Indigenous Business, refer to Annex 9.4 of the Supply Manual” and further states “If the above two (2) conditions are not met, the procurement will remain open for competition among all businesses”.

If our reading of the section is correct, this would mean that a Bidder would only know if the solicitation is a set-aside following their submission. This puts bidders that do not qualify as an Indigenous Business in a very precarious position where a significant amount of time and effort would go into responding to an RFP and there is the potential of the response being disqualified without review of its strength or alignment to the work being requested. We are in full support of the Set-aside Program for Indigenous Business; however, we are hoping that the Crown will consider removing section 1.4.3 so that all Bidders may be accepted and have their bids evaluated. To counter-act this, the 10% weight of the Indigenous Participation Plan (IPP) in the bid’s evaluation would solely be used to award more points to Indigenous Businesses who can meet the requirements of the IPP in full.

By allowing these changes, it allows bidders from all businesses to use their company’s resources to respond with top quality to a solicitation and have at least the assurance that the solicitation will be reviewed and marked in full. If the Crown is not willing to make the above noted change, we ask that it consider cancelling this solicitation and re-issuing two separate solicitations to obtain the required services – one open to all firms and one Set-aside for Indigenous Business. This will allow the Crown to evaluate the capabilities of a wide breadth of firms while also following fair and open procurement practices.

RESPONSE 1

This procurement is conditionally set aside under the federal government Procurement Strategy for Indigenous Business. For more information on Indigenous business requirements of the Set-aside Program for Indigenous Business, refer to [Annex 9.4](#) of the Supply Manual.

As per stated in the tender notice, PWGSC intends to issue one (1) Contract for the required services to be provided as a result of this solicitation.

Tendering Procedures: All interested suppliers may submit a bid
Competitive Procurement Strategy: Best Overall Proposal
Basis of Selection: Highest combined rating of Technical Merit (65%), Price (25%) and Indigenous Participation Plan (IPP) (10%)

QUESTION 2

Would the crown please confirm if there is currently, or has been within the past 6 months any contracted resource performing the services described within the RFP? If so, please identify the incumbent, and contract value.

RESPONSE 2

Human Resource Services, Business Consulting/Change Management; Project Management Services (EH900-172826/001/ZQ) <https://buyandsell.gc.ca/procurement-data/award-notice/PW-ZQ-005-31356-001>

QUESTION 3

Would the Crown please confirm that, as specified in Mandatory Criterion MT3 and Annex A, only candidates being submitted for the Administrative Assistant General (Senior), Human Resources Assistant (Intermediate), and Leadership Development (Coaching) Consultant (Senior) categories are

required to be bilingual (English and French)? If so, would the Crown please amend Attachment 1 to Part 4 – Table 1 accordingly?

RESPONSE 3

Delete in its entirety **Attachment 1 to Part 4 – Table 1** (English table only).

Replace with:

ATTACHMENT 1 TO PART 4 TABLE 1 FLEXIBLE GRID – RESOURCES									
ADMINISTRATIVE AND HUMAN RESOURCES SUPPORT SERVICES									
#	Category (Required or Optional)	Level	Language of Work	Name	Education	Professional Certification	Relevant Experience	Total Score	Minimum Points
1	Administrative Assistant General	<i>Senior</i>	English & French						95 pts
2	Business Process Consultant	<i>Senior</i>	English						95 pts
3	Human Resources Assistant	<i>Intermediate</i>	English & French						75 pts
4	Human Resources Consultant	<i>Senior</i>	English						95 pts
5	Human Resources Consultant	<i>Intermediate</i>	English						75 pts
6	Human Resources Consultant	<i>Junior</i>	English						55 pts
7	Leadership Development (Coaching) Consultant	<i>Senior</i>	English & French						95 pts
8	Organizational Design and Classification Consultant	<i>Senior</i>	English						95 pts

9	Staffing Consultant	<i>Senior</i>	English					95 pts
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QUESTION 4

Attachment 1 to Part 4, section 3.13 states that it is recommended that responses to Point-Rated Technical Criteria RTC1, RTC2, and RTC3 do not exceed ten (10) pages; however, this limit does not include the RTC Grid, CV's, or Proof of education/certifications. Can the Crown please advise as to what content would fall within the ten (10) page limit?

RESPONSE 4

As per **ATTACHMENT 1 TO PART 4, TECHNICAL CRITERIA** :

3.1 Instructions to bidders for responding to Point Rated Technical Criteria:

3.1.1 In addressing the point rated evaluation criteria, the Bidder must supplement the information supplied in response to the rated requirements with details outlining the depth and extent of the relevant experience, qualifications and specialized expertise of the proposed resource. All claims with regard to resource experience, qualifications or expertise must be substantiated through the provision of detailed descriptions as to where, when (month and year), duration (in months), and how, through which activities and/or responsibilities the stated qualifications and/or experience were obtained. Unrelated or unsubstantiated claims of experience, qualifications or expertise will not be considered by the evaluation team during the point rated evaluation.

The Bidder must provide complete details including, but not limited to, the following:

- Name & description of the client organization;
- Name, phone and email address of the client reference;
- Scope and objectives;
- Description of the roles and responsibilities of the Bidder or the Bidder's proposed resources in the project and/or program, process and or initiative; and
- Projects and/or program start and end dates (month/year to month/year). In the case where the timelines of two or more projects and/or programs overlap, the duration of time common to each one will not be counted more than once.

The Bidder is encouraged to use the S.T.A.R. methodology when demonstrating compliance with a criteria:

- **Situation:** What, where, when and for who was the project and/or program, and why was a project and/or program required;
- **Task:** The tasks and deliverables the Bidder or its proposed resource was delegated to accomplish;
- **Action:** What actions were taken by the Bidder or its proposed resource to deliver the work; and
- **Result:** What were the results of the work accomplished by the Bidder or its proposed resource - their impact.

All other terms and conditions remain the same.