



Matériel and Procurement Services
Procurement Hub – Fredericton
301 Bishop Drive
Fredericton (N-B) E3C 2M6

30003032

July 22nd, 2022

Subject/ Object: Education Coordinator –Williams Lake Area, BC

ADDENDUM #1

Further to the above- mentioned Request for Proposal documentation previously forwarded to your firm, Addendum (#1) is hereby issued.

Questions and Answers:

Question: Do we need to fill out the form at 5.1.1 Integrity Provisions – Declaration of Convicted Offences ?

Answer: An integrity declaration form is only required when one or more of the following conditions apply:

1. the supplier has, in the past three years, been charged with or convicted of one of the offences listed in the [Ineligibility and Suspension Policy](#) (the “policy”); and/or
2. the supplier has, in the past three years, been charged with or convicted of a criminal offence in a country other than Canada that, to the best of the supplier’s knowledge and belief, may be similar to one of the offences listed in the policy; and/or
3. one of the supplier’s affiliates has, in the past three years, been convicted of one of the offences listed in the policy, or has, in the past three years, been convicted of a criminal offence in a country other than Canada that, to the best of the supplier’s knowledge and belief, may be similar to one of the offences listed in the policy; and/or
4. the supplier is unable to provide any of the certifications required by the [Integrity provisions](#)

Question: What do we submit for 5.2.1 Integrity Provisions – Required Documentation?

Answer: Nothing, this clause sets out the circumstances in which a supplier may be deemed ineligible or suspended from being awarded the contract. Please take note of this clause when completing your bid and ensure that you submit all relevant and required certifications.

Question: What do we submit for 5.2.2 Federal Contractors Program for Employment Equity - Bid Certification?

Answer: You do not need to submit anything. The clause stipulates that by submitting a bid, the bidder certifies that they and any member of their proposed team are not named on the Federal Contractors Program (FCP) for employment equity.

Question: What do we submit for 5.2.3.1 Status and Availability of Resources



Answer: No documentation needs to be submitted here. By submitting a bid, you certify that should a contract be awarded to you as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience.

Question: By signing 5.2.3.2 Education and Experience am I certifying that the resumes included are correct and true

Answer: Yes, by submitting a bid, you certify that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

Question: For 5.2.3.4 List of Names for Integrity Verification Form I cannot find an attachment 2 to part 5 There is only an attachment 1 If I need to do this, what is this list?

Answer: After reviewing, there seems to be an error in the RFP. Attachment 1 to part 5 should refer to the Personnel Identification Form and Attachment 2 to Part 5 should refer to the List of Names for Integrity Verification Form, please see the end of the addendum for modifications. Section 17 of the *Ineligibility and Suspension Policy* (the Policy) requires suppliers, regardless of their status under the Policy, to submit a list of names with their bid or offer. The form can be found at [integrity verification form](#)

Question: Do we need to fill in 5.2.3.5 Contractor's Representative?

Answer: Yes, please fill in this section.

Question: Do we need to fill in 5.2.3.6 Supplementary Contractor Information ?

Answer: Yes, please fill in this section

Question: What should we answer at 5.2.4 Former Public Servant ?

Answer: If you are a Former Public Servant in receipt of a pension, please answer yes. If not, then answer no.

Question: What should we answer Work Force Adjustment Directive?

Answer: If you are a Former Public Servant who has received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive, please answer yes. If not, then answer no. .

NOTE: Please see following section for edits concerning errors in the Request for Proposal



DELETE:

ATTACHMENT 1 TO PART 5 LIST OF NAMES FOR INTEGRITY VERIFICATION FORM

Requirements

Section 17 of the *Ineligibility and Suspension Policy* (the Policy) requires suppliers, regardless of their status under the Policy, to submit a list of names with their bid or offer. The required list differs depending on the bidder or offeror's organizational structure:

- Suppliers including those bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all current directors.
- Privately owned corporations must provide a list of the owners' names.
- Suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all owners.
- Suppliers that are a partnership do not need to provide a list of names.

Suppliers may use this form to provide the required list of names with their bid or offer submission. Failure to submit this information with a bid or offer, where required, will render a bid or offer non-responsive, or the supplier otherwise disqualified for award of a contract or real property agreement. Please refer to [Information Bulletin: Required information to submit a bid or offer](#) for additional details.

List of names for [integrity verification form](#)

INSERT:

ATTACHMENT 2 TO PART 5 LIST OF NAMES FOR INTEGRITY VERIFICATION FORM

Requirements

Section 17 of the *Ineligibility and Suspension Policy* (the Policy) requires suppliers, regardless of their status under the Policy, to submit a list of names with their bid or offer. The required list differs depending on the bidder or offeror's organizational structure:

- Suppliers including those bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all current directors.
- Privately owned corporations must provide a list of the owners' names.
- Suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all owners.
- Suppliers that are a partnership do not need to provide a list of names.

Suppliers may use this form to provide the required list of names with their bid or offer submission. Failure to submit this information with a bid or offer, where required, will render a bid or offer non-responsive, or the supplier otherwise disqualified for award of a contract or real property agreement. Please refer to [Information Bulletin: Required information to submit a bid or offer](#) for additional details.

List of names for [integrity verification form](#)



INSERT:

**ATTACHMENT 1 TO PART 5
PERSONNEL IDENTIFICATION FORM**

Contract / file number: _____

PROJECT TITLE:

Company Name:	_____
Address:	_____
Telephone number:	_____
Fax number:	_____
PWGSC file or Certificate #:	_____

Professional Services (Add second page if more space needed, please print clearly)

Resource Person working on this project	Date of birth YYYY/MM/DD	PWGSC file or certificate #	Security Level	Meet	Does not Meet	Comments

Contractor's Authorized Signatory : _____ **Date:** __ -

(For Official Use)

Company Clearance	Required	Security Level	Meet / Does not Meet / Comments (Official Use Only)
Designated Organization Screening			
Facility Security Clearance			
Document Safeguarding Capability			

**For Use at Fisheries and Oceans Canada
Authorization of Contracting Security Authority**

- I approve
- I do not approve based on:

Contracting Security Authority: _____

Date: _____