



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 003
Solicitation closes - L'invitation prend fin at - à 2:00 PM (EDT) - 14h00 (HAE) on - le 2022-08-29	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 2022-08-01	
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 003 is issued to amend the RFP as follows:

Section 1.4 Summary, delete the following paragraph:

This bid solicitation is being issued to satisfy the requirements of PWGSC. It is intended to result in the award of one (1) Contract. The contract will be for two (2) years and, if required by Canada, the irrevocable option to extend the term of the Contract by one (1) additional one (1) year period under the same conditions.

Replace with:

This bid solicitation is being issued to satisfy the requirements of PWGSC. It is intended to result in the award of one (1) Contract. The contract will be for **three (3)** years and, if required by Canada, the irrevocable option to extend the term of the Contract by one (1) additional **two (2)** year period under the same conditions.

Attachment 1 to Part 3 – Table 1 Pricing Schedule, delete in its entirety

Replace with:

ATTACHMENT 1 TO PART 3						
TABLE 1						
PRICING SCHEDULE						
ADMINISTRATIVE AND HUMAN RESOURCES SUPPORT SERVICES						
#	Resource Category	Level of Expertise	Estimated Level of Effort (Hours)		(C) FIRM HOURLY RATE	(D) TOTAL ESTIMATED COST = (A+B) x C
			(A) INITIAL CONTRACT PERIOD (Years 1 to 3)	(B) OPTION CONTRACT PERIOD (Year 4 to 5)		
1	Administrative Assistant General	<i>Senior</i>	5,000	2,500	\$	\$
2	Business Process Consultant	<i>Senior</i>	500	250	\$	\$
3	Human Resources Assistant	<i>Intermediate</i>	100	50	\$	\$
4	Human Resources Consultant	<i>Senior</i>	1,500	800	\$	\$
5	Human Resources Consultant	<i>Intermediate</i>	200	200	\$	\$
6	Human Resources Consultant	<i>Junior</i>	100	100	\$	\$
7	Leadership Development (Coaching) Consultant	<i>Senior</i>	1,000	500	\$	\$
8	Organizational Design and Classification Consultant	<i>Senior</i>	400	100	\$	\$
9	Staffing Consultant	<i>Senior</i>	1,000	500	\$	\$
TOTAL BID PRICE FOR EVALUATION (BIDDER'S EVALUATED PRICE) = (E)						\$

Section 4.3.1 Conduct of Financial Evaluation, delete in its entirety

Replace with:

4.3.1 Conduct of Financial Evaluation

PWGSC will conduct the financial evaluation, based on the methodology detailed below:

- (a) For the technically responsive bidder, the financial bid submitted will be assessed. All financial evaluations will be based on firm hourly rates.
- (b) The following step will be taken for each Resource Categories:
 - (i) The firm hourly rates of all resources (under categories of *Junior*, *Intermediate* and/or *Senior*) will be multiplied with the level of effort (hours) for all **five (5)** years (initial contract period of **three (3)** years plus the option period of **two (2)** years) to obtain a Total Estimated Cost.
 - (ii) Only firm hourly rates proposed for all resources (under categories of *Junior*, *Intermediate* and/or *Senior*), for all **three (3)** years, will be used to calculate the Total Bid Price for evaluation (Bidder's evaluated price), by adding all the Total estimated costs together for all the resources.

Section 7.4.1 Period of the contract, delete in its entirety

Replace with:

7.4.1 Period of the Contract

The period of the Contract is from date of Contract to _____ (**3 years** thereafter) inclusive.
(exact date to be inserted at contract award)

Section 7.4.2 Option to Extend the Contract, delete in its entirety

Replace with:

7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by one (1) additional **two (2)** year period under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least ten (10) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

At Annex B – Basis of Payment, delete the following table

ANNEX B TABLE 1 INITIAL CONTRACT PERIOD (YEAR 1 to 2)			
#	Resource Category	Level of Expertise	FIRM HOURLY RATE
1	Administrative Assistant General	<i>Senior</i>	\$
2	Business Process Consultant	<i>Senior</i>	\$
3	Human Resources Assistant	<i>Intermediate</i>	\$
4	Human Resources Consultant	<i>Senior</i>	\$
5	Human Resources Consultant	<i>Intermediate</i>	\$
6	Human Resources Consultant	<i>Junior</i>	\$

7	Leadership Development (Coaching) Consultant	Senior	\$
8	Organizational Design and Classification Consultant	Senior	\$
9	Staffing Consultant	Senior	\$

Replace with:

ANNEX B TABLE 1 INITIAL CONTRACT PERIOD (YEAR 1 to 3)			
#	Resource Category	Level of Expertise	FIRM HOURLY RATE
1	Administrative Assistant General	Senior	\$
2	Business Process Consultant	Senior	\$
3	Human Resources Assistant	Intermediate	\$
4	Human Resources Consultant	Senior	\$
5	Human Resources Consultant	Intermediate	\$
6	Human Resources Consultant	Junior	\$
7	Leadership Development (Coaching) Consultant	Senior	\$
8	Organizational Design and Classification Consultant	Senior	\$
9	Staffing Consultant	Senior	\$

At Annex B – Basis of Payment, delete the following:

The Contractor will be paid all-inclusive fixed time rates as follows, based on Year 2 rates:

Note: The following table will be filled out if Option Year 1, Year 3 is exercised.

ANNEX B TABLE 2 OPTIONAL CONTRACT PERIOD (YEAR 3)			
#	Resource Category	Level of Expertise	FIRM HOURLY RATE
1	Administrative Assistant General	Senior	\$
2	Business Process Consultant	Senior	\$
3	Human Resources Assistant	Intermediate	\$
4	Human Resources Consultant	Senior	\$
5	Human Resources Consultant	Intermediate	\$
6	Human Resources Consultant	Junior	\$
7	Leadership Development (Coaching) Consultant	Senior	\$
8	Organizational Design and Classification Consultant	Senior	\$
9	Staffing Consultant	Senior	\$

Replace with:

The Contractor will be paid all-inclusive fixed time rates as follows, based on Year 3 rates:

Note: The following table will be filled out if the option year, Year 4 to 5 is exercised.

**ANNEX B
TABLE 2
OPTIONAL CONTRACT PERIOD (YEAR 4 to 5)**

#	Resource Category	Level of Expertise	FIRM HOURLY RATE
1	Administrative Assistant General	<i>Senior</i>	\$
2	Business Process Consultant	<i>Senior</i>	\$
3	Human Resources Assistant	<i>Intermediate</i>	\$
4	Human Resources Consultant	<i>Senior</i>	\$
5	Human Resources Consultant	<i>Intermediate</i>	\$
6	Human Resources Consultant	<i>Junior</i>	\$
7	Leadership Development (Coaching) Consultant	<i>Senior</i>	\$
8	Organizational Design and Classification Consultant	<i>Senior</i>	\$
9	Staffing Consultant	<i>Senior</i>	\$

All other terms and conditions remain the same.