

## SOLICITATION AMENDMENT 002

### CSPS-RFP-22JP-0296/A

To all Bidders:

The purpose of this Solicitation amendment 002 is to modify section 1.2 Summary, section 6.1.1.3 Task Authorization - Order of Ranking and section 6.7.2 Limitation of Expenditure – Cumulative Total of all Task Authorizations. Also to modify Annex B – Basis of Payment and section 4.1.1.1 Mandatory Technical Criteria (Remove mandatory 4 (M4)).

On Page 3 of the solicitation document, delete the following section and insert the new one as follows:

#### **DELETE:**

#### **1.2 Summary**

**1.2.1** Canada School of Public Service (CSPS) has a service requirement for remote simultaneous interpretation for upcoming events organized by CSPS, on an “as and when requested” basis. Up to two (2) Contracts will be awarded. If Contracts are awarded, the Period of the Contracts will be for one year from Contract award. Two (2) irrevocable options to extend the term of the contracts by one (1) year each form an integral part of the contracts.

#### **INSERT:**

#### **1.2 Summary**

**1.2.1** Canada School of Public Service (CSPS) has a service requirement for remote simultaneous interpretation for upcoming events organized by CSPS, on an “as and when requested” basis. Up to **three (3)** Contracts will be awarded. If Contracts are awarded, the Period of the Contracts will be for one year from Contract award. Two (2) irrevocable options to extend the term of the contracts by one (1) year each form an integral part of the contracts.

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On Page 11 of the solicitation document, delete the following section and insert the new one as follows:

#### **DELETE:**

#### **6.1.1.3 Task Authorization - Order of Ranking (*if applicable*)**

Two (2) contracts were awarded as a result of bid solicitation number: CSPS-RFP-22NG-0296/A. The contractors' order of ranking is as follows:

Ranked first: \_\_\_\_\_

Ranked second: \_\_\_\_\_

**INSERT:**

**6.1.1.3 Task Authorization - Order of Ranking (if applicable)**

**Three (3)** contracts were awarded as a result of bid solicitation number: CSPS-RFP-22NG-0296/A. The contractors' order of ranking is as follows:

Ranked first: \_\_\_\_\_

Ranked second: \_\_\_\_\_

**Ranked third:** \_\_\_\_\_

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On Page 14 of the solicitation document, delete the following section and insert the new one as follows:

**DELETE:**

**6.7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations**

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of **(Will be selected at contract award. If one contract is awarded: \$ 250,000.00 or if 2 contracts are awarded: \$125,000.00)**. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

**INSERT:**

**6.7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations**

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of **(Will be selected at contract award. If one contract is awarded: \$300,000.00, if 2 contracts**

**are awarded: \$150,000.00 or if 3 contracts are awarded: \$100,000.00).** Customs duties are included and Applicable Taxes are extra.

2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

On Page 8 of the solicitation document, delete the following section and insert the new one as follows (Remove MT4):

**DELETE:**

**4.1.1.1 Mandatory Technical Criteria**

The Mandatory Criteria listed below will be evaluated on a simple pass/fail (i.e. Responsive/non responsive basis). Bids which fail to meet one of the Mandatory Criteria will be deemed non-responsive and given no further consideration.

Proposals must demonstrate compliance with all of the mandatory requirements and must provide the necessary documentation to support compliance.

When addressing Mandatory Technical Criteria in the Bid, they are to be referenced as MT1, MT2, etc.

Number	Mandatory Requirement	Proposal Page #.	FOR CSPS USE ONLY	
			Pass	Fail
MT	<p>The Bidder must demonstrate that they have, at a minimum, three (3) years of experience within the last five (5) years, providing remote simultaneous interpretation services and that their business hours are at a minimum Monday to Friday between 9:00am to 5:00pm (ET).</p> <p>To meet this mandatory criterion, the bidder must provide a declaration that contains the following information:</p> <p>a) the length of time the Bidder has been in the simultaneous interpretation business and;</p>			

	<p>b) a statement confirming that the Bidder's business hours are at a minimum Monday to Friday between 9am and 5pm ET;</p> <p>All information requested must be provided under Mandatory Criterion (M1) in your submission.</p> <p>Failure to provide this information will result in your proposal being given no further consideration</p>			
<b>M2</b>	<p>The Bidder must demonstrate that they have provided remote simultaneous interpretation (SI) services to at least ten (10) events within the last calendar year, including two (2) larger events of 100 participants or more. For each of the larger two (2) events, the Bidder must provide client references.</p> <p><b>NOTE:</b> CSPS must not be used as a reference.</p> <p>To meet this mandatory criterion, the bidder must provide a declaration that contains the following information:</p> <ul style="list-style-type: none"> <li>Names of the ten (10) events and organizations</li> <li>References for the two (2) events over 100 participants (contact name, organization, telephone number and email address).</li> </ul> <p>All information requested must be provided under Mandatory Criterion (M2) in your submission.</p> <p>Failure to provide this information will result in your proposal being given no further consideration</p>			
<b>M3</b>	<p>The Bidder must demonstrate that they use the ISO Standard 20109 compliant remote technical installations (as requested in the Statement of Work).</p> <p>To meet this mandatory criterion, the Bidder must provide a declaration that they use the ISO Standard 20109 compliant remote technical installations.</p>			
<b>M4</b>	<p>The Bidder must demonstrate that they also use the translated signals (i.e.: one full English and/or one full French) to separate phone lines (as requested in the Statement of Work).</p> <p>To meet this mandatory criterion, the Bidder must provide a declaration that they use the translated</p>			

	signals (i.e.: one full English and/or one full French) to separate phone lines.			
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**INSERT:**

**4.1.1.1 Mandatory Technical Criteria**

The Mandatory Criteria listed below will be evaluated on a simple pass/fail (i.e. Responsive/non responsive basis). Bids which fail to meet one of the Mandatory Criteria will be deemed non-responsive and given no further consideration.

Proposals must demonstrate compliance with all of the mandatory requirements and must provide the necessary documentation to support compliance.

When addressing Mandatory Technical Criteria in the Bid, they are to be referenced as MT1, MT2, etc.

Number	Mandatory Requirement	Proposal Page #.	FOR CSPS USE ONLY	
			Pass	Fail
MT1	<p>The Bidder must demonstrate that they have, at a minimum, three (3) years of experience within the last five (5) years, providing remote simultaneous interpretation services and that their business hours are at a minimum Monday to Friday between 9:00am to 5:00pm (ET).</p> <p>To meet this mandatory criterion, the bidder must provide a declaration that contains the following information:</p> <ul style="list-style-type: none"> <li>c) the length of time the Bidder has been in the simultaneous interpretation business and;</li> <li>d) a statement confirming that the Bidder’s business hours are at a minimum Monday to Friday between 9am and 5pm ET;</li> </ul> <p>All information requested must be provided under Mandatory Criterion (M1) in your submission.</p> <p>Failure to provide this information will result in your proposal being given no further consideration</p>			
MT2	<p>The Bidder must demonstrate that they have provided remote simultaneous interpretation (SI) services to at least ten (10) events within the last calendar year, including two (2) larger events of 100</p>			

	<p>participants or more. For each of the larger two (2) events, the Bidder must provide client references.</p> <p><b>NOTE:</b> CSPS must not be used as a reference.</p> <p>To meet this mandatory criterion, the bidder must provide a declaration that contains the following information:</p> <ul style="list-style-type: none"> <li>Names of the ten (10) events and organizations</li> <li>References for the two (2) events over 100 participants (contact name, organization, telephone number and email address).</li> </ul> <p>All information requested must be provided under Mandatory Criterion (M2) in your submission.</p> <p>Failure to provide this information will result in your proposal being given no further consideration</p>			
<b>MT3</b>	<p>The Bidder must demonstrate that they use the ISO Standard 20109 compliant remote technical installations (as requested in the Statement of Work).</p> <p>To meet this mandatory criterion, the Bidder must provide a declaration that they use the ISO Standard 20109 compliant remote technical installations.</p>			

On Page 21 of the solicitation document, delete the following section and insert the new one as follows (Remove “Phone Lines for Participants”):

**DELETE:**

**ANNEX B - BASIS OF PAYMENT**

**1. Firm Hourly Rates**

The Contractor will be paid in accordance with the following Basis of Payment for Work performed in accordance with the Contract.

**Table 1 – Equipment Firm Hourly Rates**

Description	Initial Contract Period	Option Year 1	Option Year 2	Quantity per event**	Estimated Number of Events **	Bid Evaluation Price for Equipment**
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	Firm Hourly Rate* (in CDN \$) Dates will be inserted at Contract award	Firm Hourly Rate* (in CDN \$) Dates will be inserted at Contract award	Firm Hourly Rate* (in CDN \$) Dates will be inserted at Contract award		(Initial contract period and optional years)	F = (A+B+C)xDxE
	A	B	C	D	E	F
Interpreters Console				1	75	
Headsets				1	75	
Sound Cards				2	75	
Computers Server				2	75	
Audio Mixer				1	75	
Phone lines for participants				20	75	
<b>Bid Total for Equipment**</b>						

\*Applicable taxes excluded.

\*\* For evaluation purposes only. Will be deleted at Contract award.

**Table 2 – Labor Firm Hourly Rates**

Description	Initial Contract Period Firm Hourly Rate* (in CDN \$) Dates will be inserted at Contract award	Option Year 1 Firm Hourly Rate* (in CDN \$) Dates will be inserted at Contract award	Option Year 2 Firm Hourly Rate* (in CDN \$) Dates will be inserted at Contract award	Resources required per event**	Estimated Number of Events ** (Initial contract period and optional years)	Bid Evaluation Price for Labor** F = (A+B+C)xDxE
	A	B	C	D	E	F

Interpreter ENG-FR				2	75	
Technician				1	75	
Set-up				1	75	
<b>Bid Total for Labor**</b>						

\*Applicable taxes excluded.

\*\* For evaluation purposes only. Will be deleted at Contract award.

**Table 3 – Bid Evaluation (For Evaluation purposes only. Will be deleted at Contract award. Canada may complete if not completed by the Bidder)**

<b>Description</b>	<b>Amount* (From table 1 and Table 2)</b>
Bid Total for Equipment	
Bid Total for Labor	
Total (for evaluation purposes only)	

\*Applicable taxes excluded.

**2. Total Estimated Cost**

**2.1 Initial Contract Period – From Contract award to (will be inserted at Contract award)**

The Initial Contract Period Total Estimated Cost not to exceed (\$ 250,000.00 if only one contract is awarded OR \$125,000.00 if two contracts are awarded) excluding applicable taxes.

**2.2 Option Year 1 - (Dates will be inserted at Contract award)**

Total Estimated Cost for Option Year 1 not to exceed (\$ 100,000.00 if only one contract is awarded OR \$ 50,000.00 if two contracts are awarded) excluding applicable taxes.

**2.3 Option Year 2 - (Dates will be inserted at Contract award)**

Total Estimated Cost for Option Year 2 not to exceed (\$ 100,000.00 if only one contract is awarded OR \$ 50,000.00 if two contracts are awarded) excluding applicable taxes.

**INSERT:**

**ANNEX B - BASIS OF PAYMENT**

**3. Firm Hourly Rates**



The Contractor will be paid in accordance with the following Basis of Payment for Work performed in accordance with the Contract.

**Table 1 – Equipment Firm Hourly Rates**

Description	Initial Contract Period Firm Hourly Rate* (in CDN \$) Dates will be inserted at Contract award	Option Year 1 Firm Hourly Rate* (in CDN \$) Dates will be inserted at Contract award	Option Year 2 Firm Hourly Rate* (in CDN \$) Dates will be inserted at Contract award	Quantity per event**	Estimated Number of Events **  (Initial contract period and optional years)	Bid Evaluation Price for Equipment**  $F = (A+B+C)xDxE$
	A	B	C	D	E	F
Interpreters Console				1	75	
Headsets				1	75	
Sound Cards				2	75	
Computers Server				2	75	
Audio Mixer				1	75	
<b>Bid Total for Equipment**</b>						

\*Applicable taxes excluded.

\*\* For evaluation purposes only. Will be deleted at Contract award.

**Table 2 – Labor Firm Hourly Rates**

Description	Initial Contract Period Firm Hourly Rate* (in CDN \$) Dates will be inserted	Option Year 1 Firm Hourly Rate* (in CDN \$) Dates will be inserted at Contract award	Option Year 2 Firm Hourly Rate* (in CDN \$) Dates will be inserted at Contract award	Resources required per event**	Estimated Number of Events **  (Initial contract period and optional years)	Bid Evaluation Price for Labor**  $F = (A+B+C)xDxE$
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	<b>at Contract award</b>					
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
Interpreter ENG-FR				2	75	
Technician				1	75	
Set-up				1	75	
<b>Bid Total for Labor**</b>						

\*Applicable taxes excluded.

\*\* For evaluation purposes only. Will be deleted at Contract award.

**Table 3 – Bid Evaluation (For Evaluation purposes only. Will be deleted at Contract award. Canada may complete if not completed by the Bidder)**

<b>Description</b>	<b>Amount* (From table 1 and Table 2)</b>
Bid Total for Equipment	
Bid Total for Labor	
Total (for evaluation purposes only)	

\*Applicable taxes excluded.

**4. Total Estimated Cost**

**2.1 Initial Contract Period – From Contract award to (will be inserted at Contract award)**

The Initial Contract Period Total Estimated Cost not to exceed **(\$300,000.00** if only one contract is awarded, **\$150,000.00** if two contracts are awarded or **\$100,000.00** if **three contracts are awarded**) excluding applicable taxes.

**2.2 Option Year 1 - (Dates will be inserted at Contract award)**

Total Estimated Cost for Option Year 1 not to exceed **(\$150,000.00** if only one contract is awarded, **\$75,000.00** if two contracts are awarded or **\$50,000.00** if three contracts are awarded ) excluding applicable taxes.

**2.3 Option Year 2 - (Dates will be inserted at Contract award)**

Total Estimated Cost for Option Year 2 not to exceed **(\$150,000.00** if only one contract is awarded, **\$75,000.00** if two contracts are awarded or **\$50,000.00** if three contracts are awarded ) excluding applicable taxes.