



RETURN BIDS TO : - RETOURNER LES SOUMISSION À:

**Canada Revenue Agency
Agence du revenu du Canada**

Proposal to: Canada Revenue Agency

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 to herein and/or attached hereto, the goods and/or services listed herein and on any attached sheets at the price(s) set out therefor.

Proposition à : l'Agence du revenu du Canada

Nous offrons par la présente de vendre à Sa Majesté la Reine du Chef du Canada, en conformité avec les conditions énoncées dans la présente incluses par référence dans la présente et/ou incluses par référence aux annexes jointes à la présente et ci-jointes, les biens et/ou services énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Bidder's Legal Name and Address - (ensure the Bidder's complete legal name is properly set out)

Raison sociale et adresse du Soumissionnaire - (s'assurer que le nom légal au complet du soumissionnaire est correctement indiqué)

Bidder is required to identify below the name and title of the individual authorized to sign on behalf of the Bidder – Soumissionnaire doit identifier ci-bas le nom et le titre de la personne autorisée à signer au nom du soumissionnaire

Name /Nom

Title/Titre

Signature

Date (yyyy-mm-dd)/(aaaa-mm-jj)

()

Telephone No. – No de téléphone

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Fax No. – No de télécopieur

E-mail address – Adresse de courriel

AMENDMENT TO REQUEST FOR PROPOSAL / MODIFICATION DE DEMANDE DE PROPOSITION

Title – Sujet Computer and Telephone Headsets and Accessories	
Solicitation No. – No de l'invitation 1000413693	Date (yyyy-mm-dd) (aaaa-mm-jj) October 31, 2022
Amendment No. - N° modif. 005	
Solicitation closes – L'invitation prend fin on – le November 4, 2022 (yyyy-mm-dd) (aaaa-mm-jj) at – à 2:00 P.M. / 14 h	Time zone – Fuseau horaire EST / HNE Eastern Standard Time/ Heure Normale de l'Est
Contracting Authority – Autorité contractante Name – Nom Chelsea Fournier, Senior Supply Business Analyst	
E-mail address – Adresse de courriel Chelsea.fournier2@cra-arc.gc.ca	
Telephone No. – No de téléphone (343) 552-1398	
Fax No. – No de télécopieur NA	
Destination - Destination See herein / Voir dans ce document	



SOLICITATION AMENDMENT # 005

This solicitation amendment is raised to:

1. Address the following questions submitted during the solicitation period;
2. Amend "Appendix 2: Point Rated Criteria"; and
3. Change references to "HST/GST" throughout the RFP.

QUESTIONS AND ANSWERS

- Q1. In "Appendix 1: Mandatory Criteria", E1 requires bidders to have executed few orders for multiple regions. Considering the scope of the solicitation (20% Technical, 80% Price), this evaluation criteria discourages many capable new bidders who can perform and deliver on this contract and provide cost-effective solution to meet Government requirements if awarded a contract. Performance of a supplies-contract will always require a bidder to have a good OEM and / or Distributor relationship and as it is only a supply of commercial off-the-shelf (COTS) products:
- a) will the Government consider removing the condition that only bidders meeting Step 1 Evaluation Criteria will be considered for further evaluation?
 - b) If answer to "a" above is NO, will Government consider references from OEM and or Distributor with whom a bidder has a good relationship to allow authorized resellers to offer competitive prices?
- A1. a) No.
- b) The bidder must demonstrate that they meet the criteria listed in E1 of "Appendix 1: Mandatory Criteria". Bids failing to demonstrate compliance to ALL mandatory requirements will be considered non-responsive and the bid will receive no further consideration.
- Q2. For "Appendix 2: Point Rated Criteria," will the government accept manufacturers/distributors' documents on sustainability as the manufacturer will be shipping from its factory or distributor from its warehouse and these requirements matters the most in terms of sustainability to a warehouse and/or a factory while a bidder is only doing coordination in office to comply to the contractual terms and ensure on-time delivery.
- A2. In order to demonstrate how the Bidder identifies ways in which its products and services reduce negative impacts on the environment, the OEM's sustainability strategy as it relates to their products and services can be provided from the bidder. However, all other point rated criteria must represent the bidder's organization. The RFP has been amended to add further clarity.
- Q3. Since enquired products are COTS, would you please accept references of OEMs and/or distributor for equal consideration and evaluation of technically strong new bidder(s)?
- A3. Please refer to Section 4.2 "Steps in the Evaluation Process" of the RFP for information on how bids will be evaluated.
- Q4. In "Annex A: Statement of Work, section 4 Accessories for existing CRA Owned Headsets," Part # USB C to A Adapter and Part# 40845-01 are not updated in Excel file post amendment 4 in 1.2 ACCESSORIES FOR EXISTING CRA-OWNED HEADSETS (Section 4.0 of Annex A - Statement of Work) attachment_3.1_financialproposal_amend_004, can Government update Excel file as well?
- A4. Per Amendment 004 Item 15 of the RFP, in the attachment "Attachment 3.1 FinancialProposal.xlsx Amend 004", Table C was amended to add the USB-C to A adapter and the Poly 3.5mm adapter cable.
- Q5. Please confirm that HST/GST is extra and payable by CRA as per actual and not be included in Firm All-Inclusive Unit Price?



- A5. Yes, as per “Appendix 3: Financial Proposal” and “Annex B: Basis of Payment”, applicable taxes are extra.
- Q6. Please confirm that EHF is extra and payable by CRA?
- A6. Yes, Environmental Handling Fees (EHF) will be considered as extra and payable by CRA, similar to the applicable taxes. The RFP has been amended to add further clarity.
- Q7. Please confirm that the disposal/recycling fee is extra and payable by CRA?
- A7. As per “Appendix 3: Financial Proposal” and “Annex B - Basis of Payment”, the CRA will not pay any disposal/recycling fees outside of the EHF.



AMENDMENT TO RFP

1. DELETE “Appendix 2: Point Rated Criteria” of the RFP, in it’s entirety and REPLACE WITH:

Technical bids will be assessed separately against the evaluation criteria identified below. Point-rated criteria not addressed in the bid will result in a score of zero being assigned against that particular criterion.

Point Rated Criteria	Bidder page reference (where applicable) or information
<p>Sustainable Development</p> <p>The Bidder’s proposal should describe its environmental strategy and demonstrate the ways in which its products, services, and operations reduce negative impacts on the environment.</p> <p>20 points are available for demonstrating the use of sustainable practices in each of the following areas:</p> <p>5 points – The Bidder describes its organization’s environmental strategy.</p> <p>5 points – The Bidder identifies ways in which its products and services reduce negative impacts on the environment. The OEM’s sustainability strategy as it relates to their products and services can be provided from the bidder for this criterion.</p> <p>4 points – The Bidder describes its organization’s operational best practices or operational initiatives that reduce the negative impacts on the environment.</p> <p>3 points – The Bidder clearly demonstrates that it has an environmental management system in place to reduce environmental impacts AND that the organization systematically measures and reports on its organization’s environmental performance.</p> <p>3 points – The Bidder has an environmental management system in place that has third party certification (e.g., ISO 14001).</p>	

2. Throughout the RFP, DELETE any mention of “HST/GST” and REPLACE WITH “applicable taxes and Environment Handling Fee (EHF)”.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED