

Addendum No. 1**Information Technology Staff Augmentation Services and Project Delivery Services**

Following are questions(s) (Q.); answer(s) (A.); modification(s) (M.) and notice(s) (N.) regarding RFSA 2020-2842 Refresh 2022.

Unless otherwise specified, capitalized words and terms have the meaning set out in the RFSA. All questions were received in English. In the event of any discrepancy, inconsistency or conflicts between the wording of the English or French version of this Addendum #1 or any related documents, the wording of the English version shall prevail.

Q1. We would like to request an invitation to the subject solicitation posted on Canada Buys.

A1. This opportunity is open to any and all interested suppliers and no invitation is required. All solicitation documents are available for download free of charge on CanadaBuys.

Q2. Could CDIC please confirm that there will be no additional option years added to this RFSA, and the End Date is officially December 14, 2023?

A2. CDIC confirms there will be no option years added for this RFSA, and that all Professional Services Agreements awarded under this Supply Arrangement will expire on December 14, 2023.

Q3. If there were option years added, would there be another opportunity to qualify for additional roles at that time?

A3. Please see response to Q2., above.

Q4. As it pertains to Service Stream #1: Staff Augmentation Services - What is the estimated volume of resources anticipated for each of the 12 service categories?

A4. CDIC is unable to provide an estimate or anticipate requirements.

Q5. Re Appendix "C-2", Section 1.4, page 62: Language seems contradictory as written below. Would the CDIC please clarify the language and confirm that it will accept the same Engagement for more than one (1) Service Category, as long as the details are specific and relevant to each Service Category for which that Engagement is provided as a reference?

1.4. A Supplier may not submit the same Reference Engagement Form for more than one (1) Service Category. Each of the three (3) Reference Engagement Forms submitted for a Service Category must be for different Engagements. Also, an Engagement may only be profiled once in a Supplier's Proposal. If the Supplier does profile the same Engagement more than once, CDIC will only evaluate the Engagement in the first Reference Engagement Form in which it appears.

NOTE TO SUPPLIERS: Suppliers may provide the same Engagement for more than one (1) Service Category. However, each of the three (3) Reference Engagement Forms submitted for a given Service Category must be for different Engagements. For greater clarity, an Engagement may only be profiled once

per Service Category being offered. If the Supplier does provide the same Engagement more than once for a Service Category, its offer for that Service Category will be disqualified.

Suppliers who choose to provide the same Engagement for more than one (1) Service Category in their Proposal, should ensure the details of the Reference Engagement Form are relevant to each Service Category for which the Reference Engagement Form is provided. Simply “copying and pasting” the details of the Engagement and/or providing the same Reference Engagement Form for more than one (1) Service Category with no clear changes made to address the requirements of the Service Category for which the Engagement is provided, may lead to a lower score for any such Service Category being offered.

A5. CDIC will accept the same Reference Engagement Form for more than one (1) Service Category, provided the details are specific and relevant to each Service Category for which that Reference Engagement Form is provided as a reference. For greater clarity, **an Engagement may only be profiled once per Service Category being offered.** If the Supplier provides the same Engagement more than once for the same Service Category, its offer for that Service Category will be disqualified.

Q6. **As it pertains to “Introduction and Supply Arrangements requirement”, Section 2, page 1: Could the CDIC please clarify if SA holders qualified to 12/14/23, will have to requalify when the new RFSA is published? Will current SA holders be grandfathered in? Is there a different or “simplified” process for those SA holders previously qualified?**

A6. CDIC confirms all SA Holders will have to requalify when a new RFSA is published.

Q7. **Schedule “A”, Statement of Work, Section 4, page 13, – “The number of SA Holders invited to bid on an engagement is determined by the dollar value of the engagement.” Can the CDIC clarify the dollar threshold at which multiple SA holders are invited to bid on an engagement, as well as how many SA Holders are invited to bid at that dollar threshold?**

A7. Requirements for Goods and/or Services of an estimated dollar value equal or less than seventy-five thousand dollars (\$75,000), excluding applicable taxes may be directed by CDIC, in its sole and absolute discretion, to any one (1) SA Holder or to a party other than a SA Holder under an alternate Supply Arrangement or other arrangement to provide similar goods and/or services.

For any requirements for Goods and/or Services of an estimated dollar value greater than seventy-five thousand dollars (\$75,000), excluding applicable taxes, CDIC shall issue a Service Request to multiple SA Holders, in accordance with their respective Supply Arrangement, to provide the Goods and/or Services. Only SA Holders qualified under this Supply Arrangement may be issued a Service Request, and are eligible to respond, at no charge to CDIC.

Q8. **Regarding RR #7 – Information Security – The RFP states: “Supplier should clearly describe methodology and approach to collecting CDIC data and maintaining data security throughout the duration of the Supply Arrangement, including reassurances that CDIC collected data will only be stored in Canada.”**

We understand that throughout the duration of the Supply Arrangement, consultants will be working using hardware/software assets provided by CDIC, which means that all CDIC collected data will be stored as per CDIC data security procedures in CDIC databases/servers. If our understanding is not correct, could CDIC provide any

additional details as to what the definition of ‘CDIC collected data’ in the context of this requirement?

A8. It is expected that most consultants will be supplying/using their own devices for the performance of the work, and that CDIC will be providing access to its network through secure remote access ensuring that all CDIC collected data resides on CDIC databases and servers located in Canada. However, CDIC may in some cases provide equipment to consultants and would require validation of Canadian residency for their networks.

CDIC collected data may vary in the context of each separate requirement.

Q9. While we appreciate the deadline of Jan 26 for submission being 13 days after the responses to questions are provided, can extension of the submission deadline to February 2 (5 days) be provided?

A9. CDIC is unable to consider an extension to the Proposal Submission Deadline.

Q10. Given this is the third year of the refresh can CDIC identify either: a) its expected needs or b) what needs it does not expect to require by December 14, 2023 (per section 14 Resulting Agreements and Term of Agreement), across 52 roles allocated to 12 service categories as well as 3 new roles in service stream 1 added in this refresh?

A10. Please see response to Q4., above.

Q11. Given this is the third year of the refresh can CDIC identify either: a) its expected needs or b) what needs it does not expect to require by December 14, 2023 (per section 14 Resulting Agreements and Term of Agreement), and “It is anticipated that CDIC will undertake approximately twelve (12) projects per year under the Supply Arrangement framework” across 7 service categories as well as 1 additional service category added in this refresh?

A11. Please see response to Q4., above.

Q12. Given this is the third year of the refresh can CDIC provide details of the vendor performance management process, metrics, tools, reports, etc.?

A12. CDIC has no additional information to disclose regarding a vendor performance management process at this time.

Q13. Does completion of the RFSQ result in a vendor being pre-qualified for the RFSA in 2023: “It is CDIC’s intent to publish a new RFSA on www.CanadaBuys.Canada.ca in advance of the expiry date of the term”?

A13. Please see response to Q6., above.

Q14. Does CDIC expect profiles of potential resources for each level (basic/junior, intermediate, advanced) for each role the vendor applies for within each service category that align to the roles responsibilities and minimum qualifications?

A14. No. Please refer to the RFSA.

Q15. Can CDIC clarify that a supplier can submit a reference engagement form potentially for the same client and same engagement, where the vendor may have had different roles and service categories on the engagement?

A15. Please see response to Q5, above.

Q16. Due to the nature of the upcoming holiday season and the large task of obtaining over 50+ mandatory references to fully qualify for all four Streams between both CDIC RFSA's, would the Crown be willing to grant a 30 day extension past the submission deadline of January 26th, 2023 to February 27th 2023 to ensure a quality and thorough submission of all requirements.

A16. Please see response to Q9, above.

Q17. We've come across 2 releases on Canada Buys site and we are unsure whether both are relevant: Can CDIC clarify / confirm which files we should be using from the below RFSA's? As each has a difference reference number and different files in the bidding details tab <https://canadabuys.canada.ca/en/tender-opportunities/tender-notice/pw-22-01016878> vs <https://canadabuys.canada.ca/en/tender-opportunities/tender-notice/pw-22-01016860>

A17. CDIC confirms that RFSA 2020-2842 Refresh 2022 is for IT Staff Augmentation and Project Delivery Services and RFSA 2020-2875 Refresh 2022 is for Business Continuity Management Services and Corporate Security Services. For greater clarity, they are two separate competitive processes.

Q18. In 2020 our organization qualified on a number of service categories through Service Stream 1: Staff Augmentation. In reviewing the solicitation we assessed that several of the service categories had new roles. Where our organization qualified for a service category that has new roles, can CDIC please confirm that we are only required to provide rates for those new roles in order to have them added to our existing agreement?

A18. Yes, CDIC confirms that Suppliers that qualify for a specific Service Category will qualify for ALL Roles for which they have provided a rate in Appendix "D-1" (Financial Offer for Service Stream #1).

ALL OTHER TERMS AND CONDITIONS OF THE RFSA REMAIN UNCHANGED.

[END OF ADDENDUM NO. 1]