

Questions and answers – Round 2  
Solicitation CIC – 155215

Q1. Per Section 3.1 Bid Preparation Instructions on page 10 of the RFP, email submissions need to be no larger than 10 MB, can bidders provide proposed counsellors/psychologist's resumes, degrees, copies of licenses, and attestation of language proficiency to IRCC via a google drive folder, a drop box, or other similar method in lieu of submitting these materials in the PDF package Section 1: Technical Bid PDF? If not, will the Government of Canada accept multiple emails, not to exceed 10M per email?

A1. Should your proposal exceed 10M per e-mail, divide your proposal in multiple e-mail and add in title 1 of 3, 2 of 3 and 3 of 3.

Q2. Per Section 4.1.1.1 Mandatory Technical Criteria on page 15, we note the reference to 'coaching sessions' as the description used to describe crisis response coaching for management belonging to a similar population cohort under Criteria M7 Mandatory requirement.

a. Does the Government of Canada wish to include individual (one-to-one) coaching sessions, beyond the group-level workshops?

Q2 a. One-to-one services include Counselling sessions (4.2.2) and Manager consultations (4.2.4)

b. If so, where would this be priced in the pricing table? (Section 4.3 Ad-Hoc Workshops, Coaching, and Discussion Groups 6. Provide interactive workshops, group sessions and coaching over the course of the contact period in the following format: table on pages 43 & 44 in RFP).

A2 b. Under Appendix "E", Basis of Payment, manager consultations should be included under Table A – Initial Contract Period on page 50 letter B. However, this is currently not the case as there is an error on the RFP which will be fixed with an amendment shortly.

An amendment will also be made to Appendix "E", Basis of Payment, Table B, C, D and E.

Q3. On page 64 of the RFP, a Contract Security Program (CSP) Initial International Security Screening Form has been included. Are Bidders required to fill in and submit this form as part of their bid or will this form be required only prior to start of award?

A3. Yes, it should be included in your proposal. The purpose of the appendix is to accelerate the security screening process. We ask vendors to fill out form located on page 66-69.

Q4. On page 61 of the RFP, Appendix F Security Requirements Checklist (SRCL) is provided. Are Bidders required to fill in and submit Appendix F as part of their bid or will this form be required only prior to award?

A4. You do not need to fill out the Security Requirements Checklist (SRCL).

Q5. On page 70, Appendix G Confidentiality Agreement is provided as part of the RFP. Are Bidders required to fill in and submit Appendix G signed by each employee/subcontractor as part of their bid or will this form be required only prior to award?

A5. Appendix G does not need to be included in your proposal, it will form part of the contract and will be request this information at contract award.

Q6. Per Section 4.3 Ad Hoc Workshops, Coaching, and Discussion Groups 5. Reporting on page 44 of the RFP, "The Contractor must provide a bi-monthly report electronically..." In this context, does bi-monthly mean every two months or twice per month?

A6. Every two months

Q7. Budget question: Starting on page 51 of the RFP, Optional Quantity 2 for workshop/coaching: Budget Lines A2.3, B2.3, C2.3, D2.3, and E2.3, refer to Option Quantity 2 for 8 full days in Column 2, but in the description it states "Workshop coaching full day (7.5 hours in length each) or divided into 3 online sessions. 4 full days (or 12 online sessions as determined by the project authority)". Should the number of online sessions be 24 instead of 12 as stated on page 44 of the RFP?

A7. Yes, it should read 24.

Initial Quantity is: 4 full days

Option 1 Quantity is: 6 full days

Option 2 Quantity is: 8 full days

Each full day is 7.5 hours in length and can be divided into 3 online sessions as determined by the project authority.

We will amend the RFP to reflect these changes.

Q.8 Budget question: As noted in Section C1. Basis of Payment for Professional Fees on page 38, "the Contractor will be paid a firm monthly price as specified under Appendix E". Appendix E includes tables for workshops/coaching/discussion groups, but no table for the specialized counseling services outlined in the Section 4.2 Counseling Services on page 41 of the RFP. Is there a table format to include those professional service fees?

A8. You must include the counselling fees in as per 4.2.2 and 4.2.4 of appendix D. An amendment to the RFP will be issued to reflect these changes.