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Date of Solicitation - Date de la demande 2022-12-09		Page 1 of 19
Address inquiries to - Adresser toute demande de renseignements à : IRCC.BidsReceiving- Receptiondessomissions.IRCC@cic.gc.ca		
Area code and Telephone No. Code régional et N° de téléphone 873-408-0515	Facsimile No. N° de télécopieur	
Destination Immigration Refugees Citizenship Canada International Network 365 Laurier Avenue, Ottawa, Ontario K1A 1L1		

**BID SOLICITATION
DEMANDE DE SOUMISSIONS**

The Bidder offers to provide to Canada the goods, services or both listed in the bid solicitation in accordance with the conditions set out in the bid solicitation and at the prices set out in the bid.

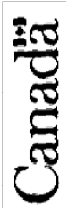
This bid solicitation is issued in accordance with the conditions of Supply Arrangement No. . Only suppliers who are pre-qualified and have been issued a supply arrangement at the time this bid solicitation is issued are eligible to bid.

Le soumissionnaire offre de fournir au Canada les biens, services ou les deux énumérés dans la demande de soumissions aux conditions prévues dans la demande de soumissions et aux prix indiqués dans la soumission.

Cette demande de soumissions est émise conformément aux conditions de l'arrangement en matière d'approvisionnement numéro

. Seuls les fournisseurs qui sont pré-qualifiés et auxquels un arrangement en matière d'approvisionnement a été émis au moment où cette demande de soumissions est émise peuvent présenter une soumission.

Solicitation No. - N° de la demande CIC-155215 AMD002	Amendment No. - N° de modification 2023-01-26
Solicitation closes - La demande prend fin at - à 5:00 PM on - le 2023-02-02	File No. - N° de dossier



**Instructions:
Municipal taxes are not applicable.**

Unless otherwise specified in the bid solicitation, all prices quoted must be net prices in Canadian funds including Canadian customs duties, excise taxes, and must be FOB, including all delivery charges to destination(s) as indicated. The amount for Applicable Taxes is to be shown as a separate item.

**Instructions:
Les taxes municipales ne s'appliquent pas.**

Sauf indication contraire dans la demande de soumissions, tous les prix indiqués doivent être des prix nets, en dollars canadiens, comprenant les droits de douane canadiens, la taxe d'accise et doivent être FAB, y compris tous frais de livraison à la (aux) destination(s) indiquée(s). Le montant des taxes applicables doit apparaître séparément.

Delivery required - Livraison exigée	Delivery offered - Livraison proposée
Supplier Name and Address - Nom et adresse du fournisseur	
Telephone No. - N° de téléphone	
Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of supplier (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'impression)	
Signature	Date

RFP Amendment 002 – Solicitation # CIC-155215

Amendment 002 to the request for proposal is raised to:

- Extend the solicitation closing date to February 2, 2023 5:00 pm EST.
- Make changes to appendix E to include a) Provision of specialized counselling services (one on one) and manager consultation and remove previous paragraph a) on provision of Introductory Information product completely. (highlighted in green)
- Make corrections to appendix E, Table A, Column 1 and row A2.3 to reflect the information located under Appendix D article 4.3.6. Column 1. 8 full days (4+2+2) (24 online sessions in **total** as determined by the project authority). (highlighted in green)

1. **APPENDIX “E”, BASIS OF PAYMENT**

Appendix “E” of the request for proposal is deleted in its entirety and replaced by:

APPENDIX “E”, BASIS OF PAYMENT

During the period of the contract, the Contractor will be paid as specified below, for Work performed in accordance with the Contract.

All deliverables are F.O.B. Destination, and Canadian Customs Duty included and applicable taxes are extra.

For bid evaluation and contractor selection purposes only, the evaluated price of a bid will be determined in accordance with this Basis of Payment, Appendix “E”.

Canada's total liability to the Contractor under the Contract shall not exceed **\$XX.xx, including all options, travel expenses and all applicable taxes.**

1. The Bidder should complete this pricing schedule and include it in its financial bid. As a minimum, the Bidder must respond to this pricing schedule by inserting in its financial bid for each of the periods specified below its quoted firm all-inclusive price (in Cdn \$) for services identified.
2. The prices or rates specified below, when quoted by the Bidder, include any of the following expenses that may need to be incurred to satisfy the terms of any contract that may result from its bid:
 - a) all travel and living expenses for work performed within the National Capital Region (NCR). The NCR is defined in the National Capital Act, R.S.C. 1985, c. N-4, S.2. The National Capital Act is available on the [Justice Website](#);
 - b) any travel expenses for travel between the Contractor's place of business and the NCR; and
 - c) any travel and living expenses for the relocation of resources to satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.

3. The volumetric data included in the pricing schedule detailed in Appendix "E", Basis of Payment is provided for bid evaluated price determination purposes only. They are not to be considered as a contract guarantee.
4. The Contractor will be paid the following all-inclusive **firm unit price** for services pursuant to this Contract. The rates must be all inclusive of any expenditures required to fulfill the Contract. All applicable taxes are extra.

Instructions: In Column 3, Bidders must insert their Firm all-inclusive Monthly rate for each amount of employees range "bracket" indicated in Column 2. An amount must be inserted for each amount of employees.

Each Monthly Rate indicated in Column 3 is independent and must not consist of a cumulative or incremental fee.

The table below illustrates an example:

Example Only		
(1) Description	(2) Amount of employees range	(3) Monthly Rate per Amount of Employees range (\$)
Provision of Introductory Information product for all staff to explain the services provided as described in section 4.1 of Appendix D.	=>300 < 350	\$8,000.00 A1.1
	=>350 < 400	\$8,500.00 A1.2
	=>400 < 450	\$9,000.00 A1.3

Scenario A:

If during a given month, IRCC has a total of 360 amount of employees range, IRCC will then be invoiced \$8,500.00 for the rate identified in Column 3, row 2 or A1.2.

Scenario B:

If during a given month, IRCC has a total of 425 amount of employees range, IRCC will then be invoiced \$9,000.00 for the rate identified in Column 3, Row 3 or A1.3.

Table A – Initial contract period

Initial contract period (Contract award to October 7, 2023)			
Provision of counselling services and manager consultations – Firm Unit price (Monthly) as per section 4.2 of Appendix D			
(1) Description	(2) Range of employees covered	(3) Monthly Rate per Employee range (\$)	
A) Provision of specialized counselling services (one on one) and manager consultation as described in section 4.2 of Appendix D.	=>300 < 350	\$ _____ A1.1	
	=>350 < 400	\$ _____ A1.2	
	=>400 < 450	\$ _____ A1.3	
Average Monthly rate ((A1.1)+(A1.2)+(A.1.3)) / 3		\$ _____	
Annual rate (A1) = Average Monthly rate X 12 months		\$ _____ A.1	
Additional Products – Firm Unit Price			
(1) Description	(2) Quantity	(3) Unit Price	(4) Total (2)*(3)
Initial Quantity			

<p>Workshop/coaching</p> <p>Full day (7.5 hours in length each) or divided into 3 online sessions</p> <p>4 full days (or 12 online sessions as determined by the project authority) as described in 4.3.6 of Appendix D.</p>	<p>4</p>	<p>\$ _____</p>	<p>\$ _____ A2.1</p>
<p>Optional Quantity 1</p>			
<p>Workshop/coaching</p> <p>6 full days (4+2) (or 18 online sessions in total as determined by the project authority) as described in 4.3.6 of Appendix D.</p>	<p>6</p>	<p>\$ _____</p>	<p>\$ _____ A2.2</p>
<p>Optional Quantity 2</p>			
<p>Workshop/coaching</p> <p>Full day (7.5 hours in length each) or divided into 3 online sessions</p> <p>8 full days (or 24 online sessions as determined by the project authority) as described in 4.3.6 of Appendix D.</p>	<p>8</p>	<p>\$ _____</p>	<p>\$ _____ A2.3</p>
<p>Annual Fee (A2.1)+(A2.2)+(A.2.3)</p>		<p>\$ _____ (A.2)</p>	
<p>(1) Description</p>	<p>(2) Quantity</p>	<p>(3) Unit Price</p>	<p>(4) Total (2)*(3)</p>

Discussion Group Sessions as described in 4.3.6 of Appendix D.	24	\$ _____	\$ _____ A3.1
Optional Quantity 1			
Discussion Group Sessions as described in 4.3.6 of Appendix D.	30	\$ _____	\$ _____ A3.2
Optional Quantity 2			
Discussion Group Sessions ***per session as described in 4.3.6 of Appendix D.	36	\$ _____	\$ _____ A3.3
Annual Fees (A3.1)+(A3.2)+(A3.3)		\$ _____	(A.3)
Total including Provision of Introductory Information, Workshop/coaching, Discussion Group Sessions. TOTAL (A) = (A.1)+(A.2)+(A.3)		\$ _____	(A)

Table B - Option period 1

Option Period 1 (October 7, 2023 to October 6, 2024)			
Provision of counselling services and manager consultations – Firm Unit price (Monthly) as per section 4.2 of Appendix D			
(1) Description	(2) Range of employees covered	(3) Monthly Rate per Employee range (\$)	
A) Provision of specialized counselling services (one on one) and manager consultation as described in section 4.2 of Appendix D.	=>300 < 350	\$_____ B1.1	
	=>350 < 400	\$_____ B1.2	
	=>400 < 450	\$_____ B1.3	
Average Monthly rate ((B1.1)+(B1.2)+(B.1.3)) / 3		\$_____	
Annual rate (A1) = Average annual subscription fee X 12 months		\$_____ B.1	
Additional Products – Firm Unit Price – as per section			
(1) Description	(2) Quantity	(3) Unit Price	(4) Total (2)*(3)

Initial Quantity			
<p>Workshop/coaching</p> <p>Full day (7.5 hours in length each) or divided into 3 online sessions</p> <p>4 full days (or 12 online sessions as determined by the project authority) as described in 4.3.6 of Appendix D.</p>	4	\$ _____	\$ _____ B2.1
Optional Quantity 1			
<p>Workshop/coaching</p> <p>6 full days (4+2) (or 18 online sessions in total as determined by the project authority) as described in 4.3.6 of Appendix D.</p>	6	\$ _____	\$ _____ B2.2
Optional Quantity 2			
<p>Workshop/coaching</p> <p>Full day (7.5 hours in length each) or divided into 3 online sessions</p> <p>8 full days (or 24 online sessions as determined by the project authority) as described in 4.3.6 of Appendix D.</p>	8	\$ _____	\$ _____ B2.3
Annual Fee (B2.1)+(B2.2)+(B2.3)		\$ _____ (B.2)	
(1) Description	(2) Quantity	(3) Unit Price	(4) Total

			(2)*(3)
Discussion Group Sessions as described in 4.3.6 of Appendix D.	24	\$ _____	\$ _____ B3.1
Optional Quantity 1			
Discussion Group Sessions as described in 4.3.6 of Appendix D.	30	\$ _____	\$ _____ B3.2
Optional Quantity 2			
Discussion Group Sessions as described in 4.3.6 of Appendix D.	36	\$ _____	\$ _____ B3.3
Annual Fees (B3.1)+(B3.2)+(B3.3)		\$ _____	(B.3)
Total including Provision of Introductory Information, Workshop/coaching, Discussion Group Sessions. TOTAL (B) = (B.1)+(B.2)+(B.3)		\$ _____	(B)

Table C - Option period 2

Option Period 2 (October 7, 2024 to October 6, 2025)			
Provision of counselling services and manager consultations – Firm Unit price (Monthly) as per section 4.2 of Appendix D			
(1) Description	(2) Range of employees covered	(3) Monthly Rate per Employee range (\$)	
A) Provision of specialized counselling services (one on one) and manager consultation as described in section 4.2 of Appendix D.	=>300 < 350	\$ _____ C1.1	
	=>350 < 400	\$ _____ C1.2	
	=>400 < 450	\$ _____ C1.3	
Average Monthly rate ((C1.1)+(C1.2)+(C.1.3)) / 3		\$ _____	
Average Annual rate (A1) = Average annual subscription fee X 12 months		\$ _____ C.1	
Additional Products – Firm Unit Price – as per section			
(1) Description	(2) Quantity	(3) Unit Price	(4) Total (2)*(3)
Initial Quantity			

<p>Workshop/coaching</p> <p>Full day (7.5 hours in length each) or divided into 3 online sessions</p> <p>4 full days (or 12 online sessions as determined by the project authority) as described in 4.3.6 of Appendix D.</p>	<p>4</p>	<p>\$ _____</p>	<p>\$ _____ C2.1</p>
<p>Optional Quantity 1</p>			
<p>Workshop/coaching</p> <p>6 full days (4+2) (or 18 online sessions in total as determined by the project authority) as described in 4.3.6 of Appendix D.</p>	<p>6</p>	<p>\$ _____</p>	<p>\$ _____ C2.2</p>
<p>Optional Quantity 2</p>			
<p>Workshop/coaching</p> <p>Full day (7.5 hours in length each) or divided into 3 online sessions</p> <p>8 full days (or 24 online sessions as determined by the project authority) as described in 4.3.6 of Appendix D.</p>	<p>8</p>	<p>\$ _____</p>	<p>\$ _____ C2.3</p>
<p>Annual Fee (C2.1)+(C2.2)+(C.2.3)</p>		<p>\$ _____ (C.2)</p>	
<p>(1) Description</p>	<p>(2) Quantity</p>	<p>(3) Unit Price</p>	<p>(4) Total (2)*(3)</p>

Discussion Group Sessions as described in 4.3.6 of Appendix D.	24	\$ _____	\$ _____ C3.1
Optional Quantity 1			
Discussion Group Sessions as described in 4.3.6 of Appendix D.	30	\$ _____	\$ _____ C3.2
Optional Quantity 2			
Discussion Group Sessions as described in 4.3.6 of Appendix D.	36	\$ _____	\$ _____ C3.3
Annual Fees (C3.1)+(C3.2)+(C3.3)		\$ _____	(C.3)
Total including Provision of Introductory Information, Workshop/coaching, Discussion Group Sessions. TOTAL (C) = (C.1)+(C.2)+(C.3)		\$ _____	(C)

Table D - Option period 3

Option Period 3 (October 7, 2025 to October 6, 2026)			
Provision of counselling services and manager consultations – Firm Unit price (Monthly) as per section 4.2 of Appendix D			
(1) Description	(2) Range of employees covered	(3) Monthly Rate per Employee range (\$)	
A) Provision of specialized counselling services (one on one) and manager consultation as described in section 4.2 of Appendix D.	=>300 < 350	\$ _____ D1.1	
	=>350 < 400	\$ _____ D1.2	
	=>400 < 450	\$ _____ D1.3	
Average Monthly rate ((D1.1)+(D1.2)+(D.1.3)) / 3		\$ _____	
Average Annual rate (A1) = Average annual subscription fee X 12 months		\$ _____ D.1	
Additional Products – Firm Unit Price – as per section			
(1) Description	(2) Quantity	(3) Unit Price	(4) Total (2)*(3)
Initial Quantity			

<p>Workshop/coaching</p> <p>Full day (7.5 hours in length each) or divided into 3 online sessions</p> <p>4 full days (or 12 online sessions as determined by the project authority) as described in 4.3.6 of Appendix D.</p>	<p>4</p>	<p>\$ _____</p>	<p>\$ _____ D2.1</p>
<p>Optional Quantity 1</p>			
<p>Workshop/coaching</p> <p>6 full days (4+2) (or 18 online sessions in total as determined by the project authority) as described in 4.3.6 of Appendix D.</p>	<p>6</p>	<p>\$ _____</p>	<p>\$ _____ D2.2</p>
<p>Optional Quantity 2</p>			
<p>Workshop/coaching</p> <p>Full day (7.5 hours in length each) or divided into 3 online sessions</p> <p>8 full days (or 24 online sessions as determined by the project authority) as described in 4.3.6 of Appendix D.</p>	<p>8</p>	<p>\$ _____</p>	<p>\$ _____ D2.3</p>
<p style="text-align: center;">Average Fees (D2.1)+(D2.2)+(D2.3)</p>		<p style="text-align: center;">\$ _____ (D.2)</p>	
<p style="text-align: center;">(1) Description</p>	<p style="text-align: center;">(2) Quantity</p>	<p style="text-align: center;">(3) Unit Price</p>	<p style="text-align: center;">(4) Total (2)*(3)</p>

Discussion Group Sessions as described in 4.3.6 of Appendix D.	24	\$ _____	\$ _____ D3.1
Optional Quantity 1			
Discussion Group Sessions as described in 4.3.6 of Appendix D.	30	\$ _____	\$ _____ D3.2
Optional Quantity 2			
Discussion Group Sessions as described in 4.3.6 of Appendix D.	36	\$ _____	\$ _____ D3.3
Annual Fees (D3.1)+(D3.2)+(D3.3)		\$ _____	(D.3)
Total including Provision of Introductory Information, Workshop/coaching, Discussion Group Sessions. TOTAL (D) = (D.1)+(D.2)+(D.3)		\$ _____	(D)

Table E - Option period 4

Option Period 4 (October 7, 2026 to October 6, 2027)			
Provision of counselling services and manager consultations – Firm Unit price (Monthly) as per section 4.2 of Appendix D			
(1) Description	(2) Range of employees covered	(3) Monthly Rate per Employee range (\$)	
A) Provision of specialized counselling services (one on one) and manager consultation as described in section 4.2 of Appendix D.	=>300 < 350	\$_____ E1.1	
	=>350 < 400	\$_____ E1.2	
	=>400 < 450	\$_____ E1.3	
Average Monthly rate ((E1.1)+(E1.2)+(E.1.3)) / 3		\$_____	
Average Annual rate (A1) = Average annual subscription fee X 12 months		\$_____ E.1	
Additional Products – Firm Unit Price – as per section			
(1) Description	(2) Quantity	(3) Unit Price	(4) Total (2)*(3)

Initial Quantity			
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) as described in 4.3.6 of Appendix D.	4	\$ _____	\$ _____ E2.1
Optional Quantity 1			
Workshop/coaching 6 full days (4+2) (or 18 online sessions in total as determined by the project authority) as described in 4.3.6 of Appendix D.	6	\$ _____	\$ _____ E2.2
Optional Quantity 2			
Workshop/coaching Full day (7.5 hours in length each) or divided into 3 online sessions 8 full days (or 24 online sessions as determined by the project authority) as described in 4.3.6 of Appendix D.	8	\$ _____	\$ _____ E2.3
Annual Fee (E2.1)+(E2.2)+(E.2.3)		\$ _____ (E.2)	
(1) Description	(2) Quantity	(3) Unit Price	(4) Total

			(2)*(3)
Discussion Group Sessions as described in 4.3.6 of Appendix D.	24	\$ _____	\$ _____ E3.1
Optional Quantity 1			
Discussion Group Sessions as described in 4.3.6 of Appendix D.	30	\$ _____	\$ _____ E3.2
Optional Quantity 2			
Discussion Group Sessions as described in 4.3.6 of Appendix D.	36	\$ _____	\$ _____ E3.3
Annual Fees (E3.1)+(E3.2)+(E3.3)		\$ _____	(E.3)
Total including Provision of Introductory Information, Workshop/coaching, Discussion Group Sessions. TOTAL (E) = (E.1)+(E.2)+(E.3)		\$ _____	(E)

TOTAL BID EVALUATED PRICE	
ITEM	Cost (\$)
TOTAL (A) Initial contract period	
TOTAL (B) Option period 1	
TOTAL (C) Option period 2	
TOTAL (D) Option period 3	
TOTAL (E) Option period 4	
TOTAL BID EVALUATED PRICE (A)+(B)+(C)+(D)+(E)	

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.