



The following amendment 001 to the Request for Proposal (RFP) is raised to answer questions from the Industry:

Question 1:

Part 2 - Bidder instructions, section 2.2.1 Non-Disclosure Agreement

- Page 4 states: "Bidder must submit and sign the Non-Disclosure Agreement to the Contracting Authority specified in Attachment 1 to Part 2."

- Is there any "confidential information" you will provide for this RFP?
- When will I receive it?

Answer 1:

The Non-Disclosure Agreement was provided in the RFP in the event that confidential or proprietary information was required to be released to Bidders.

At this time, there's no confidential or proprietary information to provide to Bidders.

Question 2:

Part 3 - Bid presentation and instructions, section 3.1 bid preparation instructions

- Page 9 states: "Canada requests that the Bidder submits its bid in separately bound sections as follows: section 1: technical bid, section 2: financial bid, and section 3: certifications."

- Should we submit 3 separate pdf files, one for each of these 3 sections?

Answer 2:

Bidders should submit their bids in 3 separate sections:

1. Technical bid;
2. Financial Bid; and
3. Certifications

Bidders can provide these sections in three (3) separate PDF files or, submit one (1) PDF file that has been divided in three (3) sections.

Question 3:

Pricing schedule forms

There are 2 different price schedule forms, and the 7th column on these 2 pricing forms has a different cost item:

- Page 24 (attachment 2 to part 4 pricing schedule), the 7th column is "Project Management fee".
- Page 36 (Annex B - Basis of payment), the 7th column is "Historical Data Upload fees".
- Both the project management and historical data upload fees should be included.

- Can you provide an updated pricing schedule which includes both project management and historical data upload fees?



Answer 3:

Part 4- Evaluation Procedures and Basis of Selection, article 4.1.3 Financial Evaluation is hereby modified as follows:

Delete:

- c. The Bidder must complete the pricing table in **Attachment 2 to Part 4- Pricing Schedule** and include it in its financial bid. As a minimum, the Bidder must respond to this pricing schedule by inserting its financial bid, for each of the contract periods specified below, its quoted all-inclusive firm rate (in CAD \$) for each of the following columns: C, D, E, F, and G.

	A	B	C	D	E	F	G	H
	Contract Period	Duration	Annual Subscription Fee	Maintenance of Historical Data	Setup and Training Services*	Quality Control Services**	Project Management	Total Evaluated Price
1.	Initial contract period	12 months	\$20,000.00	\$1,000.00	\$2,000.00*	\$1,500.00**	\$500.00***	\$25,000.00 (1.C+1.D+1.E+1.F+1.G)
2.	Option Year 1	12 months	\$21,000.00	\$1,100.00	\$2,000.00*	\$1,500.00**	N/A	\$25,600.00 (2.C+2.D+2.E+2.F+2.G)
3.	Option Year 2	12 months	\$22,000.00	\$1,200.00	\$2,000.00*	\$1,500.00**	N/A	\$26,700.00 (3.C+3.D+3.E+3.F+3.G)
4.	Option Year 3	12 months	\$23,000.00	\$1,300.00	\$2,000.00*	\$1,500.00**	N/A	\$27,800.00 (4.C+4.D+4.E+4.F+4.G)
5.	Option Year 4	12 months	\$24,000.00	\$1,400.00	\$2,000.00*	\$1,500.00**	N/A	\$28,900.00 (5.C+5.D+.E+5.F+5.G)
Total= Column H (1. + 2. + 3. + 4. + 5.)								\$134,000.00

Insert:

- c. The Bidder must complete the pricing table in **Attachment 2 to Part 4- Pricing Schedule** and include it in its financial bid. As a minimum, the Bidder must respond to this pricing schedule by inserting its financial bid, for each of the contract periods specified below, its quoted all-inclusive firm rate (in CAD \$) for each of the following columns: C, D, E, F, G, and H.



	A	B	C	D	E	F	G	H	I
	Contract Period	Duration	Annual Subscription Fee	Maintenance of Historical Data	Setup and Training Services*	Quality Control Services**	Project Management	Historical Data Upload Fee	Total Evaluated Price
1.	Initial contract period	12 months	\$20,000.00	\$1,000.00	\$2,000.00*	\$1,500.00**	\$500.00***	\$500.00	\$25,500.00 (1.C+1.D+1.E+1.F+1.G+1.H)
2.	Option Year 1	12 months	\$21,000.00	\$1,100.00	\$2,000.00*	\$1,500.00**	N/A	\$500.00	\$26,100.00 (2.C+2.D+2.E+2.F+2.G+2.H)
3.	Option Year 2	12 months	\$22,000.00	\$1,200.00	\$2,000.00*	\$1,500.00**	N/A	\$500.00	\$27,200.00 (3.C+3.D+3.E+3.F+3.G+3.H)
4.	Option Year 3	12 months	\$23,000.00	\$1,300.00	\$2,000.00*	\$1,500.00**	N/A	\$500.00	\$28,000.00 (4.C+4.D+4.E+4.F+4.G+4.H)
5.	Option Year 4	12 months	\$24,000.00	\$1,400.00	\$2,000.00*	\$1,500.00**	N/A	\$500.00	\$29,400.00 (5.C+5.D+5.E+5.F+5.G+5.H)
Total= Column I (1. + 2. + 3. + 4. + 5.)									\$136,200.00

Attachment 2 to Part 4- Pricing Schedule is hereby deleted in its entirety and replaced with the following:

Insert:

	A	B	C	D	E	F	G	H	I
	Contract Period	Duration	Annual Subscription Fee	Maintenance of Historical Data	Setup and Training Services*	Quality Control Services**	Project Management	Historical Data Upload Fee	Total Evaluated Price
1.	Initial contract period	Contract award to March 31, 2024	\$	\$	\$	\$	***\$	\$	\$
2.	Option Year 1		\$	\$	\$	\$	N/A	\$	\$
3.	Option Year 2		\$	\$	\$	\$	N/A	\$	\$



4.	Option Year 3		\$	\$	\$	\$	N/A	\$	\$
5.	Option Year 4		\$	\$	\$	\$	N/A	\$	\$
Total= Column I (1. + 2. + 3. + 4. + 5.)									\$
Applicable Taxes (will not be included in the financial evaluation)									

* Online workshop

** Fourteen hours of online training

*** Twelve hours per year (one hour per month)

Annex B- Basis of Payment is hereby deleted in its entirety and replaced with the following:

Insert:

The Contractor will be paid in accordance with the following Basis of Payment for the work performed pursuant to this contract.

For the provision of services as described in Annex A- Statement of Work, the Contractor will be paid the firm price below in the performance of this contract. Applicable taxes are extra.

Contract Period	Duration	Annual Subscription Fee	Maintenance of Historical Data	Setup and Training Services*	Quality Control Services**	Project Management	Historical Data Upload Fee	Total Evaluated Price
Initial contract period	Contract award to March 31, 2024	\$	\$	\$	\$	***\$	\$	\$
Option Year 1		\$	\$	\$	\$	N/A	\$	\$
Option Year 2		\$	\$	\$	\$	N/A	\$	\$
Option Year 3		\$	\$	\$	\$	N/A	\$	\$



Option Year 4		\$	\$	\$	\$	N/A	\$	\$
Total		\$	\$	\$	\$	\$	\$	\$

* Online workshop

** Fourteen hours of online training

*** Twelve hours per year (one hour per month)



Question 4:

Part 3 - Bid presentation and instructions, section 3.2 financial bid, point b

- Page 11 states: "The total amount of applicable taxes must be shown separately".

- The pricing schedule form doesn't have a place for entering tax, please explain how you want us to enter the tax value.

- If our company is incorporated in Ontario, should we include 13% HST as the tax on the pricing schedule?

Answer 4:

An additional row has been added to the table in Attachment 2 to Part 4- Pricing Schedule where Bidders can insert their Applicable Taxes %.

If your company is in Ontario, HST 13% should be rate applied, if applicable.

Question 5:

Attachment 1 to part 3 - bid submission form, page 13

- Is the bidder's procurement business number (PBN) mandatory? Can we submit the PBN upon contract award?

- Is security clearance mandatory? Can we get clearance upon contract award?

Answer 5:

Bidders may submit their PBN prior to contract award. The information is not mandatory for the evaluation of the bid.

There are no security requirements for this requirement. Bidders can leave that section empty.

Question 6:

Bid evaluation

3.3 section II: financial bid, page 12, point c states: "Canada has the right to disqualify a bid if the price of any deliverables does not reflect a fair and actual market price".

4.1.2 Technical evaluation, page 18 states: "The evaluation of attachment 1 to part 4 will consist of mandatory technical criteria, which are evaluated on a **simple pass/fail basis**." Proposals which pass the mandatory technical criteria will advance to the financial evaluation.

- a. Based on the above evaluation methods, does it mean that for those bids which reach the financial evaluation phase, the lowest bid will be selected as long as it reflects a fair and actual market price?
- b. Does the financial evaluation has 100% weighting? If it is not the case, what is the weighting for the technical bid and the financial bid?
- c. If my interpretation is wrong, I'd appreciated it if you could further clarify the evaluation of the technical and financial bid, and the weighting structure.

Answer 6:

- a. Yes, that's correct. Bidders must pass all mandatory technical criteria before the evaluation of the financial bid. The financial bid with the overall lowest cost will be recommended for contract award as long as it reflects a fair and actual market price.
- b. The financial evaluation has 100% weighting in the final determination of the winning Bidder.



- c. The evaluation of the bid is divided in two (2) parts. The first part consists of mandatory technical criteria which are evaluated on a simple pass/fail basis. If the Bidder passes all of the mandatory technical criteria, their financial bid will then be evaluated. The Bidder that has passed all mandatory technical criteria and that has the lowest cost will be recommended for award of a contract.

Question 7:

Annex A - Statement of Work (page 31 to 36)

The technical bid only makes reference to the mandatory technical criteria, and it doesn't reference the statement of work.

Is there anything about the statement of work that requires the bidder to respond to in the proposal's technical bid, financial bid, or certificate section?

Answer 7:

Annex A- Statement of Work defines the operational requirements.

Bidders must submit the information requested in Part 4, article 4.1.2 and article 4.1.3 of the solicitation as part of their bid. Bidders must also submit the requested certifications mentioned in Part 5 of the solicitation.

*****All other terms and conditions remain unchanged*****