

**REQUEST FOR PROPOSAL**  
**DEMANDE DE PROPOSITION**

**RETURN BIDS BY EMAIL TO:**  
**RETOURNER LES SOUMISSIONS PAR**  
**COURRIEL À:**

Bid Receiving – PWGSC / Réception des  
soumissions – TPSGC  
11 Laurier St. / 11 rue Laurier  
Place du Portage, Phase III  
Core 0B2 / Noyau 0B2  
Gatineau  
Québec  
K1A 0S5

Epost: Please forward an e-mail to  
[TPSGC.DGAreceptiondessoumissionsABBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.DGAreceptiondessoumissionsABBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca)  
in order to inform the Bid Receiving Unit of your  
interest in bidding via Epost.  
Connexion postal: Veuillez envoyer un courriel à  
l'adresse courriel suivante :  
[TPSGC.DGAreceptiondessoumissionsABBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.DGAreceptiondessoumissionsABBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca)  
pour informer l'Unité de réception des  
soumissions de votre intérêt à soumissionner via  
Connexion postal

Or By/Ou par Fax To/A: (819) 997-9776

Proposal To: National Defence Canada

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

Proposition à : Défense nationale Canada

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

Comments – Commentaires  
THIS DOCUMENT CONTAINS A SECURITY  
REQUIREMENT.

**Solicitation Closes –**  
**L'invitation prend fin**

At – à : 2:00 pm Eastern Daylight Time (EDT)  
14:00 Heure avancée de l'Est (HAE)

On - le : 4 April 2023  
4 avril 2023

<b>Title – Titre</b> Publication Management	
<b>Solicitation No. – N° de l'invitation</b> W8485-226963/A	<b>Amendment No. - N° modif.</b> 004
<b>Client Reference No. - N° de référence du client</b> N/A	<b>Date</b> 17 March 2023
<b>Address Enquiries to: – Adresser toutes questions à :</b>  National Defence Headquarters Ottawa, ON K1A 0K2 Attn: Dany Lebel, DAP 2-2-7 <a href="mailto:Dany.lebel2@forces.gc.ca">Dany.lebel2@forces.gc.ca</a>	
<b>Telephone No. – N° de telephone</b>	<b>FAX No. – N° de fax</b> 819-939-5042
<b>Destination</b>  455 Blvd de la Carrière Gatineau, Quebec K1A 0K2	

**Instructions: Municipal taxes are not applicable. Unless otherwise specified herein all prices quoted must include all applicable Canadian customs duties, GST/HST, excise taxes and are to be delivered Delivery Duty Paid including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax/Harmonized Sales Tax is to be shown as a separate item.**

**Instructions : Les taxes municipales ne s'appliquent pas. Sauf indication contraire, les prix indiqués doivent comprendre les droits de douane canadiens, la TPS/TVH et la taxe d'accise. Les biens doivent être livrés « rendu droits acquittés », tous frais de livraison compris, à la ou aux destinations indiquées. Le montant de la taxe sur les produits et services/taxe de vente harmonisée doit être indiqué séparément.**

<b>Delivery Required – Livraison exigée</b> N/A	<b>Delivery Offered – Livraison proposée</b> N/A
<b>Vendor Name and Address – Raison sociale et adresse du fournisseur</b>	
<b>Name and title of person authorized to sign on behalf of vendor (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'imprimerie)</b>	
<b>Name – Nom</b>	
<b>Title – Titre</b>	
<b>Signature</b> _____	<b>Date</b> _____

## Amendment 004

This purpose of Amendment 004 is for the following:

1. Extend the Solicitation period, in changing the closing date from 21 March 2023 to 4 April 2023, Eastern Daylight Time (EDT), as indicated on the front page of Amendment 004.
2. Respond to potential bidder's questions
3. Modify the return quotation to address and the address enquiries to on the cover page of the RFP
4. Amend article 2.2.1
5. Amend article 4.2 Basis of Selection
6. Insert the point rated technical criteria

1. **Extend** the Solicitation period, in changing the closing date from 21 March 2023 to 4 April 2023, Eastern Daylight Time (EDT), as indicated on the front page of Amendment 004.

2. **Responding to potential bidder's questions**

**Question 8:** If we as an organization are currently at the level of enhanced reliability clearance, can we apply for Secret at the time of the Bid Submission, because it's now a requirement for a bid?

**Response 8:** The organization must possess the valid security requirement identified at Section 6.1 at the time of contract award. If the bidder does not have the valid security requirement at the time of contract award or an agreed upon date, then the contract will be awarded to the next compliant bidder with the valid security requirement.

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**Question 7:** Please confirm if bids must be submitted to Public Services and Procurement Canada (PSPC) Bid Receiving as per para 2.2, OR by e-mail to [DapServicesBidReceiving-DoaServicesReceptionDesSoumissions@forces.gc.ca](mailto:DapServicesBidReceiving-DoaServicesReceptionDesSoumissions@forces.gc.ca) as per the cover page of RFP.

**Response 7:** All bids and associated hardware / hard copies are to be submitted to Public Services and Procurement Canada (PSPC) Bid Receiving Unit. An amendment will be posted to Canadabuy within the next 24 hrs providing details.

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**Question 6:** In order to demonstrate compliance with ANNEX C (Technical Evaluation Plan), it is our intention to deliver our sample IETM on a standalone laptop system. "Where" and "How" is this to be arranged?

**Response 6:** Similar to A1. Bids and all associated hardware / hardcopies are to be submitted to Public Services and Procurement Canada (PSPC) Bid Receiving Unit. An amendment will be posted to Canadabuy within the next 24 hrs providing details.

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**Question 5:** Please confirm that it is permitted to deliver bids BOTH in soft copy format via PSPC or DAP (refer to question 1), and in hard copy along with laptop via arrangement from question 2.

**Response 5:** DAP BRU will not be accepting bids of any kind for this solicitation. All bids and associated hardware / hard copies are to be submitted to Public Services and Procurement Canada (PSPC) Bid Receiving Unit.

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**Question 4:** Would Canada allow a 10 day extension? We are working on our proposal and would appreciate some extra time due to complexity & internal review process.

**Response 4:** We will be extending the solicitation close to April 04, 2023. An amendment will be added to the Canadabuy website in the next 24 hrs.

### AMENDMENT 003

The purpose of Amendment 003 is to respond to bidder's question

**Question 3:** Is there an incumbent for this work and if so can you provide standard details such as term, amount, and name of incumbent?

**Response 3:** Yes, there is an incumbent currently performing similar work. The Contract number is W8485-163512/001/BQ. The incumbent is L3 TECHNOLOGIES MAS Inc. and the contract period of performance is 6 years.

**Question 2:** how are we to submit the bid if we cannot submit through email or through epost Connect? does this have any other effects on the overall bid?

**Response 2:** Please refer to Article 2.2.1 & 2.2.2 against W8485-226963/A RFP amendment 001.

**Question 1:** Please confirm if we must be registered in the Controlled Goods program to submit a proposal or if registration prior to award is acceptable?

**Response 1:** As the bid solicitation does not include controlled goods, the successful Bidder must be registered, exempt or excluded under the CGP at the time of contract award. Please refer to SACC Clause [A9130T](#) (2019-11-28) 1.b.

### AMENDMENT 002

The purpose of Amendment 002 is to respond to bidder's question

**Question 1:** Please confirm if we must be registered in the Controlled Goods program to submit a proposal or if registration prior to award is acceptable?

**Response 1:** As the bid solicitation does not include controlled goods, the successful Bidder must be registered, exempt or excluded under the CGP at the time of contract award. Please refer to SACC Clause [A9130T](#) (2019-11-28) 1.b

= = = End of Questions & Responses = = =

**3. At Solicitation Cover Page**

**DELETE:** Return Proposal to/ Retourner Les Proposition in its entirety:

[DapServicesBidReceiving-DoaServicesReceptionDesSoumissions@forces.gc.ca](mailto:DapServicesBidReceiving-DoaServicesReceptionDesSoumissions@forces.gc.ca)

**INSERT:**

RETURN BIDS TO / RETOURNER LES SOUMISSIONS À:

Bid Receiving – PWGSC / Réception des soumissions - TPSGC  
11 Laurier St. / 11 rue Laurier  
Place du Portage, Phase III  
Core 0B2 / Noyau 0B2  
Gatineau Québec  
K1A 0S5

Epost: Please forward an e-mail to [TPSGC.DGAreceptiondessoumissions-ABBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.DGAreceptiondessoumissions-ABBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca)

in order to inform the Bid Receiving Unit of your interest in bidding via Epost. Connexion postal: Veuillez envoyer un courriel à l'adresse courriel suivante : [TPSGC.DGAreceptiondessoumissions-ABBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.DGAreceptiondessoumissions-ABBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca)

pour informer l'Unité de réception des soumissions de votre intérêt à soumissionner via Connexion postal

Or By/Ou par Fax To/A: (819) 997-9776

**DELETE:** Address Enquires to – Adresses toutes questions in its entirety

**INSERT:**

National Defence Headquarters  
Ottawa, ON  
K1A 0K2  
Attn: Dany Lebel, DAP 2-2-7  
[Dany.lebel2@forces.gc.ca](mailto:Dany.lebel2@forces.gc.ca)

**DELETE:** Solicitation Closes in its entirety

**INSERT:** Solicitation Closes – L'invitation prend fin  
At – a : 2 :00 pm Eastern Daylight Time (EDT)  
14:00 heure avancée de l'Est (HAE)  
On – le : 4 April 2023  
4 avril 2023

#### **4. At Article 2.2**

**DELETE:** In its entirety

**INSERT:**

#### **2.2 Submission of Bids**

2.2.1 Bids must be submitted only to Public Services and Procurement Canada (PSPC) Bid Receiving Unit by the date, time and place indicated in the bid solicitation.

**Note:** For bidders choosing to submit using epost Connect for bids closing at the Bid Receiving Unit in the National Capital Region (NCR) the email address is:

[tpsgc.dgareceptiondessaoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.dgareceptiondessaoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca)

**Note:** Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions [2003](#), or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

#### **5. At Article 4.2 Basis of Selection**

**DELETE:** In its entirety

**INSERT:**

#### **4.2 Basis of Selection**

*SACC Manual Clause [A0035I](#) (2007-05-35) Basis of Selection – Lowest Price Per Point*

##### **4.2.1 Basis of Selection – Lowest Price Per Point**

1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation;
  - b. meet all mandatory technical evaluation criteria; and
  - c. obtain the required minimum of 50 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 250 points.
  
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive bid with the lowest evaluated price per point will be recommended for award of a contract.

**6. After Annex C – Technical Evaluation Plan**

**INSERT:**

Attachment to Annex C

**PUBLICATION MANAGEMENT SERVICES  
AND  
INTERACTIVE ELECTRONIC MANUAL SERVICES  
POINT RATED TECHNICAL CRITERIA**

**1.0 DEFINITIONS**

For the purpose of this Point Rated Technical Criteria Evaluation, the following definitions apply:

- 1.1 **In-house:** Carried out by the Bidder, at the Bidder's facility, by the Contractors Mobile Repair Party (MRP) at Department of National Defence (DND) facilities, without sub-contracting.
- 1.2 **Publication management:** The core services that comprise the management of technical publications, amendments and distribution are defined as:
  - i) configuration management of publication versions;
  - ii) Technical writing;
  - iii) S1000D authoring;
- 1.3 **IETM:** The core services that comprise the hosting of Interactive Electronic Technical Manuals online.
- 1.4 **Recent:** Within five years of bid closing date.

# RT 1	Rated Technical Criteria	Supporting Evidence Required	Points Awarded	Points per Item	Evaluation/ Comment(s)
	<p>The Bidder must demonstrate their contracted, <b>recent, in-house</b> experience in publication management and the <b>provision of Interactive Electronic Technical Manuals:</b></p> <p>A) Experience can be demonstrated for a maximum of Five contracts.</p>	<p>1) The Bidder must demonstrate their contracted, recent, in-house publication management and IETM hosting experience for:</p> <ul style="list-style-type: none"> <li>a. The management, authoring and display of Canadian Forces Technical Orders; or</li> <li>b. The management, authoring and display of similar technical publications; or,</li> <li>c. Maintenance and hosting of a IETM system.</li> </ul> <p>2) The Bidder must provide the following information:</p> <ul style="list-style-type: none"> <li>a. Name(s) of the client organization(s);</li> <li>b. Contract(s) start and end date(s) (month/year to month/year);</li> <li>c. A summary of how the services provided for the items listed above align with the core services that constitute hosting a IETM system.</li> </ul>	<p>Points will be awarded for each item based on contract duration and in accordance with the following scale:</p> <p>0 to 11 months: 0 point            12 to 23 months: 10 point            24 to 35 months: 20 points            36 to 47 months: 30 points            48 to 59 months: 40 points            60 months or more: 50 points</p> <p>The cumulative score for all items will result in the final score for this rated criterion.</p> <p>Maximum awardable points for this criterion is 250.</p>	<p>contract 1:            Contract 2:            Contract 3:            Contract 4:            Contract 5:            Total:</p>	

**TOTAL SCORE FOR POINT RATED CRITERIA – SUMMARY TABLE**  
(This table is to be completed by the Evaluation Team composed of Representatives of Canada)

<b>Name of Bidder:</b>		
<b>Criterion #</b>	<b>Total Points Awarded</b>	<b>Evaluator Comment(s)</b>
RT 1	___ / 250	
Total Points	___ / 250	
<b>Minimum Points Overall required</b>	<b>50 / 250</b>	<b>Met / Not met</b>
Name of the Evaluator:		Signature: Date:



**AII OTHER TERMS AND CONDITION REMAIN UNCHANGED**