



<p><b>RETURN BIDS TO :</b> <b>RETOURNER LES SOUMISSIONS À :</b></p> <p>Bid Receiving / Réception des soumissions</p> <p><b>Email / Courriel : <a href="mailto:urp-bru@international.gc.ca">urp-bru@international.gc.ca</a></b></p> <p style="text-align: center;"><b>AMENDMENT #1 and Q&amp;A REQUEST FOR PROPOSAL</b></p> <p><b>Proposal to:</b> Department of Foreign Affairs Trade and Development.</p> <p>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, services, and construction listed herein and on any attached sheets at the price(s) set out thereof.</p> <p><b>Proposition aux :</b> Ministère des Affaires étrangères, commerce et développement</p> <p>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, services et construction énumérés ici sur toutes feuilles ci-annexées, au(x) prix indiqué(s).</p> <p><b>Comments - Commentaires</b></p> <p><b>Issuing Office – Bureau de distribution</b> Foreign Affairs, Trade and Development SPBC / Affaires étrangères, commerce et développement, SPBC 200 Promenade du Portage, Gatineau, QC</p>	<p><b>Title / Titre</b> Field Support Services Project in Vietnam (FSSP) 2.0</p>	<p>April 13, 2023</p>	
	<p><b>Solicitation No. / N° de l'invitation</b> 2022-P-010649-7444735/B</p>		
	<p><b>Client Reference No. / No. de référence du client(e)</b> 2022-P-010649-7444735/B</p>		
	<p><b>NEW Solicitation Closes / L'invitation prend fin</b> <b>At / à :</b> 2:00 PM EDT (Eastern Daylight Time) <b>On / le :</b> May 4, 2023</p>		
	<p><b>F.O.B. / F.A.B.</b></p> <p><b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/></p>		
	<p><b>Destination of Goods and Services / Destinations des biens et services</b></p> <p>Department of Foreign Affairs, Trade and Development (DFATD)/ Ministère des Affaires étrangères, commerce et développement (MAECD)</p>		
	<p><b>Address Inquiries to : Adresser toute demande de renseignements à :</b> <b>Isabelle Doray</b> <b>Contracting Authority</b> <b>Email / Courriel:</b> <a href="mailto:Isabelle.doray@international.gc.ca">Isabelle.doray@international.gc.ca</a></p>		
	<p><b>Delivery Required / Livraison exigée</b></p>	<p><b>Delivery Offered / Livraison proposée</b></p>	
	<p><b>Vendor Name, Address and Representative / Nom du vendeur, adresse et représentant du fournisseur/de l'entrepreneur</b></p>		
	<p><b>Telephone No. / No. de téléphone</b></p>		
<p><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 (taper ou écrire en caractères d'imprimerie)</b></p>			
<p><b>Signature</b></p>		<p><b>Date</b></p>	



## REQUEST FOR PROPOSAL AMENDMENT #1

This Request for proposal amendment #1 has been raised to:

- (A) Respond to questions regarding the Request for Proposal (RFP)
- (B) Identify changes to the RFP

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### (A) QUESTIONS AND ANSWERS

**Question 1.** With regard to MTC1, could DFATD confirm whether proposed project manager refers to the bidding entity submitting a proposal or, alternatively, the FSSP project manager candidate which is being submitted for evaluation?

**Answer 1.** The proposed project manager refers to the FSSP project manager candidate which is being submitted for evaluation

**Question 2.** Will Canada accept subcontractor experience to satisfy MTC1?

**Answer 2.** Yes as long as the subcontractor is the proposed project manager for this mandate.

**Question 3.** What requirements (if any) apply to the type(s) of facilities needed to satisfy MTC2?

**Answer 3.** The Bidder MUST confirm the address(es) of its facility(ies) in Vietnam. This should be the address that the bidder has included as part of their submission to the GoV for approval to work in Vietnam

**Question 4.** Regarding contract travel, will Canada pay for resources to travel from Canada to the host country under the contract if needed, or is the travel reimbursement only for travel within the host country?

**Answer 4.** Both

**Question 5.** Why did Canada reissue this solicitation?

**Answer 5.** To change the value of the LDI

**Question 6.** There is some minor indication within the RFP of the need to provide meeting space and/or transportation, however, there are no specific requirements detailed in terms of those specific service provisions. Can DFATD clarify whether or not the Bidder is required to plan for the provision of those services? If so, can DFATD clarify where the expenses related to these services should be considered, since we do not see a line for operational costs?

**Answer 6.** As this is a virtual FSS, the bidder is not requested to plan for these named services, but rather be reactive to requests from the International Assistance program. The expense will NOT be taken from the LDI. And the Transportation will come out of the travel and living envelope.



**Question 7.** It is our understanding that the contracted entity would require a physical/commercial address in order to maintain proper registration in Vietnam. Accordingly, would costs associated to this maintenance of a space (e.g. a singular office) be considered as reimbursable under the contract?

**Answer 7.** No costs associated of office space will be considered as reimbursable under the contract.

**Question 8.** As per the Basis of Payment Section C, the value of the Local Development Initiatives (LDI) is set at a maximum of 20% of the initial sum of A Professional Services and B Sub-Contractors/Technical Specialists. Accordingly: This would suggest that the bidder has some direction over the value of the LDI fund, rather than it being of a specific value dictated by DFATD. Is this correct?

**Answer 8.** Yes (20% of A + B)

**Question 9.** Does this calculation relate to the overall cost of LDIs, as well as the costs associated with management of the LDI mechanism (e.g. calls for proposals, monitoring, etc.)?

**Answer 9.** No the LDI mechanism will be manage by the FSSP LDI fund coordinator and will be paid by A) the Professional Services Field Support Services Project (FSSP)/Team members Categories

**Question 10.** We note that the estimated level of effort for the LDI Fund Coordinator position has been reduced to 110 days per year. Can DFATD provide reasoning for this change?

**Answer 10.** The value of the LDI was significantly reduced.

**Question 11.** MTC1 indicates the following: "The Bidder MUST submit two (2) projects, at least one (1) of which must be a completed project, managed by the proposed project manager, detailing the manager's project monitoring service delivery experience." In this case, does "project manager" refer to the individual presented for the FSSP Manager (RTC1) position, or rather, does "project manager" refer to the bidder and the projects submitted under RTC4?

**Answer 11.** The proposed project manager refers to the FSSP project manager candidate which is being submitted for evaluation

**Question 12.** RTC 1.1, 2.1, and 3.1 all indicate the following: "Canada will only consider educational programs that have been successfully completed by the proposed resource at the time of the bid closing date. If the degree, designation or certification was issued by an educational institution outside Canada, the Bidder MUST provide a copy of the results of the academic credential assessment and qualification recognition service issued by an agency or organization recognized by the Canadian Information Centre for International Credentials." As we previously indicated, our assessment of these services revealed them to very lengthy to complete, often requiring many weeks or months. As our most qualified and suitable candidates are Vietnamese, many of their degrees were indeed obtained outside of Canada at recognized institutions, however, the process to obtain transcripts, often requiring translation, is both costly and time consuming. We would therefore request that DFATD revert to accepting copies of degrees and certificates only at this stage.

**Answer 12.** DFAIT will accept copies of the degrees, indicating they are copies of the original

**Question 13.** On section RTC 3.1 Degrees, as it is currently listed, in order to get the full 10 educational points, candidates must either have:



**Answer 13.**

**3.1 FSSP LDI Fund Coordinator**

The Bidder should submit a copy of the degrees obtained from a recognized educational institution\* for the highest level of studies completed for the proposed **LDI fund coordinator** in a relevant field. \*

Post-graduate degree (higher than a university bachelor's degree): 5 points

Example: if the level of studies is a 0 master or a doctorat = 0 master or a doctorat x 5 points = 0 point

Undergraduate degree (university bachelor's degree or equivalent): 2.5 points per degree, 5 points maximum

Example: if the level of studies is a 2 bachelor's degree = 2 bachelor's x 2.5 points = 5 points

**Should be 5/5 not /10**

**Question 14.** We understand that there is no available budget to maintain an operational office, we strongly recommend DFATD to consider the possible reimbursable expenses required by the legal framework in Vietnam to work in this country.

**Answer 14.** There will be no reimbursement of expenses by the legal framework

**Question 15.** Can DFATD confirm that the Professional Services in certain years can exceed the maximum available funding of \$940,000 (while maintaining this as an average maximum amount from year to year) to adequately take into account inflation which will result in higher costs in subsequent years throughout the project;

**Answer 15.** Yes

**Question 16.** and ii) that the Table in Annex B - Basis of Payment can be amended or modified to reflect this change?

**Answer 16.** Yes

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**(B) CHANGES TO THE RFP**

1. **Delete:**

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

**At /à :** 2:00 PM EDT (Eastern Daylight Time) / HAE (Heure Avancée de l'Est)

**On / le :** April 20, 2023

**Replace with**

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

**At /à :** 2:00 PM EDT (Eastern Daylight Time) / HAE (Heure Avancée de l'Est)

**On / le :** May 4, 2023



**2. Delete:**

**4.2 Basis of Selection**

**4.2.1 Highest Rated Within Budget**

**Replace by:**

**4.2 Basis of Selection**

**4.2.1 Highest Rated Within Budget**

1. To be declared responsive, a bid must:
  - (a) comply with all the requirements of the bid solicitation; and
  - (b) meet all mandatory criteria; and
  - (c) obtain the required minimum of 60% of the points specified for **Category 1 and Category 2** for the technical evaluation, and
  - (d) obtain the required minimum of **117 points** overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of **194 points**.
2. Bids not meeting (a) or (b) or (c) or (d) will be declared non responsive.
3. The responsive bid with the highest number of points will be recommended for award of a contract, provided that the total evaluated price does not exceed the budget available for this requirement.

**3. Delete:**

**D. Authorized Travel and Living Expenses**

**Replace by:**

**D. Authorized Travel and Living Expenses**

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, and private vehicle allowances specified in Appendices B, C and D of the [National Joint Council Travel Directive](#), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel.

**All travel must have the prior authorization of the Project Authority.**

All payments are subject to government audit.

**Total travel and living expenses –Ceiling: \$140,000.00**



4. Delete:

**ANNEX "B" - BASIS of PAYMENT**

Replace by:

**ANNEX "B" - BASIS of PAYMENT**

**The Basis of Payment** may not be amended, or modified, nor shall any of its terms and conditions be waived. If the Basis of Payment is changed in any way, the proposal will be considered non-compliant in its entirety and will be given no further consideration.

The Bidder must complete this pricing schedule and include it in its financial bid.

<p><b>Maximum funding available for the initial period of the Contract</b> resulting from the bid solicitation.</p> <p><b>Bids valued in excess of this amount will be considered non-responsive.</b></p> <p>This disclosure does not commit Canada to pay the maximum funding available</p>	Average maximum budget for Year 1	<b><u>\$ 940,000.00</u></b>	
	Average maximum budget for Year 2	<b><u>\$ 940,000.00</u></b>	
	Average maximum budget for Year 3	<b><u>\$ 940,000.00</u></b>	
	Average maximum budget for Year 4	<b><u>\$ 940,000.00</u></b>	
	Average maximum budget for Year 5	<b><u>\$ 940,000.00</u></b>	
	<b>Total Initial contract period:</b> From contract award date to March 31, 2028  (Year 1 to Year 5)	<b>\$4,700,000.00</b>	<b>Goods and Services Tax or Harmonized Sales Tax extra</b>

The volumetric data included in this pricing schedule are provided for bid evaluated price determination purposes only. They are not to be considered as a contractual guarantee. Their inclusion in this pricing schedule does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

**Definition of a Day/Proration**

A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day will be prorated to reflect actual time worked in accordance with the following formula:

$$(\text{Hours worked} \times \text{applicable firm per diem rate}) \div 7.5 \text{ hours}$$

- i. All proposed personnel must be available to work outside normal office hours during the duration of the Contract.
- ii. No overtime charges will be authorized under the Contract. All time worked will be compensated according to paragraph above.



**Initial contract period: From contract award date to March 31, 2028**

YEAR 1 – From contract award date to March 31, 2024				
A. Professional Services Field Support Services Project (FSSP) Team members Categories	Name of Resource(s)	Firm daily Rates	Estimated Level of Effort	Total \$can
FSSP Manager		\$ TBD by the bidder	220 days	\$
FSSP Financial and administrative officer		\$ TBD by the bidder	220 days	\$
FSSP LDI fund coordinator		\$ TBD by the bidder	110 days	\$
<b>YEAR 1 – Total A Professional services - Limitation of expenditures</b>				<b>TBD by the bidder</b>

YEAR 2 – From April 1 <sup>st</sup> , 2024 to March 31,2025				
A. Professional Services Field Support Services Project (FSSP) Team members Categories	Name of Resource(s)	Firm daily Rates	Estimated Level of Effort	Total \$can
FSSP Manager		\$ TBD by the bidder	220 days	\$
FSSP Financial and administrative officer		\$ TBD by the bidder	220 days	\$
FSSP LDI fund coordinator		\$ TBD by the bidder	110 days	\$
<b>YEAR 2 – Total A Professional services - Limitation of expenditures</b>				<b>TBD by the bidder</b>

YEAR 3 – From April 1 <sup>st</sup> , 2025 to March 31,2026				
A. Professional Services Field Support Services Project (FSSP) Team members Categories	Name of Resource(s)	Firm daily Rates	Estimated Level of Effort	Total \$can
FSSP Manager		\$ TBD by the bidder	220 days	\$
FSSP Financial and administrative officer		\$ TBD by the bidder	220 days	\$
FSSP LDI fund coordinator		\$ TBD by the bidder	110 days	\$
<b>YEAR 3 – Total A Professional services - Limitation of expenditures</b>				<b>TBD by the bidder</b>



<b>YEAR 4 – From April 1<sup>st</sup>, 2026 to March 31,2027</b>				
<b>A. Professional Services Field Support Services Project (FSSP) Team members Categories</b>	<b>Name of Resource(s)</b>	<b>Firm daily Rates</b>	<b>Estimated Level of Effort</b>	<b>Total \$can</b>
FSSP Manager		\$ TBD by the bidder	220 days	\$
FSSP Financial and administrative officer		\$ TBD by the bidder	220 days	\$
FSSP LDI fund coordinator		\$ TBD by the bidder	110 days	\$
<b>YEAR 4 – Total A Professional services - Limitation of expenditures</b>				<b>TBD by the bidder</b>

<b>YEAR 5 – From April 1<sup>st</sup>, 2026 to March 31,2028</b>				
<b>A. Professional Services Field Support Services Project (FSSP) Team members Categories</b>	<b>Name of Resources</b>	<b>Firm daily Rates</b>	<b>Estimated daily Level of Effort</b>	<b>Total \$can</b>
FSSP Manager		\$ TBD by the bidder	220 days	\$
FSSP Financial and administrative officer		\$ TBD by the bidder	220 days	\$
FSSP LDI fund coordinator		\$ TBD by the bidder	110 days	\$
<b>YEAR 5 – Total A Professional services - Limitation of expenditures</b>				<b>TBD by the bidder</b>

<b>SUB-TOTAL COST (YEAR 1 TO YEAR 5)</b>	
<b>B. Sub-contractors/Technical Specialists</b>	<b>Total \$Can</b>
Technical Specialist Per diems	
<b>Sub-contractors / Technical Specialists – Limitation of expenditures</b> <b><u>Maximum funding available for \$ 2,425,000.00</u></b>	<b>TBD by the bidder</b>





<b>C. Local Development Initiatives (LDI's)</b>	<b>Total \$Can</b>
<p>Actual eligible and reasonable disbursements incurred by recipient/beneficiary organizations Contractor that are directly related to the implementation of the Local Development Initiatives. Eligible expenses are those listed under the Guidance on Eligible Costs for Development Initiatives found at: <a href="http://international.gc.ca/world-monde/funding-financement/eligible_costs_guidance-directives_cout_admissibles.aspx?lang=eng">http://international.gc.ca/world-monde/funding-financement/eligible_costs_guidance-directives_cout_admissibles.aspx?lang=eng</a>, and are applicable to the recipient organization's activities with the exclusion of the "Allowance for Indirect/Overhead Costs" (items 1.7 and 1.8 of the guidance) which is not an eligible cost</p>	
<p><b>Local Development Initiatives (LDI's) – Ceiling</b>  <b>The value must not exceed 20% of the initial sum of:</b>  <b>A TOTAL - Professional Services and</b>  <b>B TOTAL - Sub-Contractors / Technical Specialists</b></p>	<p>TBD by the bidder</p>
<b>D. Travel and living expenses fees</b>	<b>Total \$Can</b>
<p>The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, and private vehicle allowances specified in Appendices B, C and D of the <a href="#">National Joint Council Travel Directive</a>, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel.</p> <p><b>All travel must have the prior authorization of the Project Authority.</b></p>	
<b>Travel and living expenses fees - Ceiling</b>	<b>\$ 140,000.00</b>
<b>TOTAL COST (YEAR 1 TO YEAR 5)</b>	
<p><b>A) TOTAL - Professional Services - Limitation of Expenditure:</b>  <b>Maximum funding available for \$ 1,375,000.00</b></p>	<p><b>\$ TBD by the bidder</b></p>
<p><b>B) TOTAL - Sub-Contractors / Technical Specialists - Limitation of Expenditure:</b>  <b>Maximum funding available for \$ 2,425,000.00</b></p>	<p><b>\$ TBD by the bidder</b></p>
<p><b>C) TOTAL - Local Development Initiatives (LDI's) - - Ceiling:</b>  <b>The value must not exceed 20% of the initial sum of:</b>  <b>A) Professional Services and</b>  <b>B) Sub-Contractors / Technical Specialists</b></p>	<p><b>\$ TBD by the bidder</b></p>
<b>D) TOTAL - Travel and living expenses fees - Ceiling:</b>	<b>\$ 140,000.00</b>
<p><b>TOTAL EVALUATED PRICE (YEAR 1 TO YEAR 5)</b>  <b>(A+B+C+D) Limitation of Expenditure:</b></p>	<p><b>\$ TBD by the bidder</b></p>
<p>The Bidder should indicate which tax rate it will be charging:  <b>Tax on Goods and Services _____%</b></p>	<p>TBD by the bidder</p>



**5. Delete:**

RTC3	FSSP LDI Fund Coordinator	Maximum Score	Cross-reference to Proposal (Please indicate section and page number, as appropriate)
RTC 3.1	Degrees	/10	

**Replace by:**

RTC3	FSSP LDI Fund Coordinator	Maximum Score	Cross-reference to Proposal (Please indicate section and page number, as appropriate)
RTC 3.1	<p><b>Degrees</b></p> <p>The Bidder should submit a copy of the degrees obtained from a recognized educational institution* for the highest level of studies completed for the <b>proposed LDI fund coordinator</b> in a relevant field. *</p> <ul style="list-style-type: none"> <li>• Post-graduate degree (higher than a university bachelor’s degree): <b>5 points</b></li> <li>• Undergraduate degree (university bachelor’s degree or equivalent): <b>2.5 points per degree, 5 points maximum</b></li> </ul> <p>* “Relevant discipline” is defined as a discipline related to business, finance, accounting, logistics, economics, international development, procurement, project management, business management, engineering and applied sciences.</p> <p>**“Recognized educational institution” is defined as a public, non-governmental or private entity that has been given full or limited authority to grant degrees by an act of the relevant legislature.</p> <p>Canada will only consider educational programs that have been successfully completed by the proposed resource at the time of the bid closing date. If the degree, designation or certification was issued by an educational institution outside Canada, the Bidder <b>MUST</b> provide a copy of the results of the academic credential assessment and qualification recognition service issued by an agency or organization recognized by the <a href="#">Canadian Information Centre for International Credentials</a>.</p>	/5	

**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED**