

RETURN BIDS TO:

Bid receiving email:

bids-offres@canadacouncil.ca

REQUEST FOR PROPOSAL

Proposal to: **Canada Council for the Arts**

We hereby offer to sell to the Canada Council for the Arts, 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 therefor.

Title Access to Information and Privacy (ATIP) Services		Date January 10, 2024
Solicitation No. CCA001IMIT		
Client Reference No. CCA001IMIT		
Solicitation Closes At: 2:00 p.m. EST (Eastern Standard Time) On: February 5th, 2024 - February 19th, 2024		
F.O.B. Destination	Taxes See herein	Duty See herein
Destination of Goods and Services See herein		
Instructions See herein		
Address Inquiries to: Julie Bolduc Email: bids-offres@canadacouncil.ca		

This solicitation amendment is raised to answer questions received from suppliers.

Q1: Is the Resource required to be bilingual?

A1: As per Mandatory Criterion M1, the proposed Resource must be capable of completing all tasks found in the Statement of Work in both official languages.

Q2: Would the Canada Council please clarify if the consultant will be (or is able) to work remotely, in a hybrid, or on-site set-up? If on-site, would the Canada Council please specify what the location(s) would be?

A2: It is anticipated that the Resource will be working off-site for the most part but may be required to attend some meetings or review certain documentation at the Canada Council for the Arts located at 150 Elgin Street, Ottawa, ON. This opportunity is therefore hybrid, which is subject to discussion with the Project Authority because it is contingent on the workload.

Q3: Please confirm if this is full time or part time opportunity?

A3: The Resource will be required on an "as-and-when-required" basis, depending on the number of ATIP requests and associated work.

Q4: What security clearance level is required for the proposed Resource?

A4: A security clearance is not required.

Questions pertaining to Criterion M2: (certification by the Privacy and Access Council of Canada)

Q5: Mandatory Technical Criterion M2 indicates that the proposed Resource must be certified by the Privacy and Access Council of Canada. Would the Canada Council consider removing this requirement to reach a wider and more qualified group of Bidders to address everything in the Statement of Work and bring the level of competence that is required to help the Council's fulfil its legal and policy obligations?

A5: The Canada Council is agreeing to remove Criterion M2.

Questions pertaining to Criterion M4: The proposed resource must have at least 5 years' experience in the last 10 years completing all tasks listed in "Annex A – Statement of Work" in a Crown Corporation environment:

Q6: Crown Corporation ATIP shops are often smaller than the Federal ATIP shops, not many resources hold Crown Corporation ATIP experience. Would the Canada Council accept three (3) years of experience in the last 10 years completing all tasks listed in Annex A - Statement of Work: in a crown corporation environment?

A6: The proposed resource must have at least five (5) years of experience in the last 10 years completing all tasks listed in Annex A. However, the Canada Council will accept experience with Federal Crown Corporations, Federal Departments or Federal Agencies.

Q7: Regarding "Annex C" M4, would the Canada Council consider experience within the past 5 years working in either a Crown Corp or federal government department or agency as many ATIP professionals work with Access to Information Privacy Acts, Regulations, legislation and associated institutional and TB policies, directives, procedures, protocols, guidelines and processes within both environments?

A7: Yes, the Canada Council will accept experience with Federal Crown Corporations, Departments or Agencies for criterion M4. Please see the amended M4 wording below.

The proposed resource must have at least 5 years' experience in the last 10 years completing all tasks listed in "Annex A – Statement of Work" in a Federal Crown Corporation, Federal Department or Federal Agency environment.

Q8: Has there been an incumbent within the past twelve months (or greater) either as a Term, Casual, or Agency Contract (THS, TSPS, TBIPS, ProServices, etc.) performing these or similar duties?

If so, who is the incumbent vendor and have they been invited?

If so, can you provide the number of days worked on said contract along with the dollar value?

A8: There is an incumbent – Yvon Gauthier Information and Training Services Inc. Details of that contract will not be shared with other suppliers, other than what has been proactively disclosed on our website.

Q9: It talks of per diem rates, than mentions the typical amount of ATI requests the Canada Council fields per annum, does that mean the resource would only work sporadically/part-time, addressing these requests as they come on as needed basis, or would this indeed be a full time, 37.5 hour week commitment for the 2 or possible 3-year period?

A9: The Resource will be required on an "as-and-when-required" basis, dependent on the number of ATIP requests and associated work.

Q10: It appears that this will go the lowest price average per diem bidder, however it also mentions evaluation of the technical proposals and such. Can you please clarify so as to how it's to be scored/weighted?

A10: The contract will be awarded as per the section 4.2 of the RFP: Basis of Selection. A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

Q11: Can the Canada Council provide bidders with an updated list of invited suppliers?

A11: The tender was made public on CanadaBuys and all suppliers are eligible to bid, there are no invited suppliers.

Q12: Part 3.1 of the Bid Preparation Instructions includes a section for "Section IV: Additional Information"; however, it does not include the information the Canada Council requires bidders to provide. Can the Canada Council please confirm if vendors are to include an Additional Information section within their initial submission, and if so, can the Canada Council provide instructions for bidders to package responses.

A12: The Canada Council requests that the Bidder submits its bid in separately bound sections as follows:

Section I: Technical Bid - One soft copy (PDF) sent by electronic mail

Section II: Financial Bid - One soft copy (PDF) sent by electronic mail

Section III: Certifications - One soft copy (PDF) sent by electronic mail

Section IV: Additional Information - One soft copy (PDF) sent by electronic mail

Bidders may split their submitted content into multiple emails by identifying, for example, 1 of 3, 2 of 3, etc.

Please note that additional information is not mandatory, but is left to the discretion of the bidder, who may wish to include any relevant and complementary information that may improve their proposal.

Changes to the Original RFP:

Section 4.1.1.2: Changes to M2 and M4

Criterion Number	
M1	The resource must be able to complete all of the tasks found in the attached "Annex A – Statement of Work" in both of Canada's official languages – French and English.
M2	The proposed resource must be certified by the Privacy and Access Council of Canada REMOVED
M3	The proposed resource must have at least 10 years' experience in the last 15 completing all tasks listed in "Annex A – Statement of Work"
M4	The proposed resource must have at least 5 years' experience in the last 10 years completing all tasks listed in "Annex A – Statement of Work" in a Federal Crown Corporation, Federal Department or Federal Agency environment

Annex "C": Changes to M2 and M4

Number	Criterion	How the bidder will meet this criterion:
M1	The resource must be able to complete all of the tasks found in the attached "Annex A – Statement of Work" in both of Canada's official languages – French and English.	Bidders will demonstrate language compliance with this criterion via "ATTACHMENT 1 TO PART 5, ADDITIONAL CERTIFICATIONS REQUIRED PRECEDENT TO CONTRACT AWARD"
M2	The proposed resource must be certified by the Privacy and Access Council of Canada REMOVED	Bidders will demonstrate their compliance with this criterion by submitting a copy of their up-to-date certificate or a letter, from the Privacy and Access Council of Canada, stating the proposed resource is a member in good standing.
M3	The proposed resource must have at least 10 years' experience in the last 15 completing all tasks listed in "Annex A – Statement of Work" For each referenced example/period of time,	Bidders will demonstrate their compliance with this criterion by submitting a CV listing, chronologically, work experience (project- or task-specific) relevant to

	<p>you must provide the following information:</p> <ol style="list-style-type: none"> 1- Brief description (2 paragraph max.) of project/time period 2- Name of Client organization 3- Duration (mm/yy – mm/yy) 4- Tasks from Annex A – Statement of Work accomplished during the referenced time period 5- For each example for the last 5 years, the bidder must provide the required information and a reference who can verify the bidder's experience related to that time period. 	<p>the provision of services described within the Statement of Work:</p> <p>For each project/example, the bidder must provide the required information and a reference – Name, role of that person, e-mail and/or phone number</p> <p>– who can verify the bidder's experience related to that project.</p> <p>This reference must have been a Project Leader or Manager for the project/time period being referenced.</p>
<p>M4</p>	<p>The proposed resource must have at least 5 years' experience in the last 10 years completing all tasks listed in "Annex A – Statement of Work" in a Federal Crown Corporation, Federal Department or Federal Agency environment</p> <p>For each referenced example/period of time, you must provide the following information:</p> <ol style="list-style-type: none"> 1- Brief description (2 paragraph max.) of project/time period 2- Name of Client organization 3- Duration (mm/yy – mm/yy) 4- Tasks from Annex A – Statement of Work accomplished during the referenced time period 5- For each example for the last 5 years, the bidder must provide the required information and a reference who can verify the bidder's experience related to that time period 	<p>Bidders will demonstrate their compliance with this criterion by submitting a CV listing, chronologically, work experience (project- or task-specific) relevant to the provision of services described within the Statement of Work:</p> <p>For each project/example, the bidder must provide the required information and a reference – Name, role of that person, e-mail and/or phone number</p> <p>– who can verify the bidder's experience related to that project.</p> <p>This reference must have been a Project Leader or Manager for the project/time period being referenced.</p>

All other terms and conditions remain the same.