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**Request for Proposal (RFP)**

**Proposal To: Natural Resources 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, services, and  
construction listed herein and on any attached sheets  
at the price(s) set out therefor.

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**Comments – Commentaires**

**This solicitation amendment 01 is issued  
to:**

- Respond to questions (Q&A)

**Issuing Office – Bureau de distribution**

Finance and Procurement Management  
Branch  
Natural Resources Canada  
506 Burnside Road West  
Victoria, BC V8Z 1M5

<b>Title – Sujet</b> Indigenous Technical Working Group Meeting on Flood Mapping (Organization and Facilitation) / Réunion du groupe de travail technique autochtone sur la cartographie des inondations (organisation et facilitation)	
<b>Solicitation No. – No de l’invitation</b> NRCan- 5000073291	<b>Date</b> April 5, 2024
<b>Requisition Reference No. - N° de la demande</b> 174071	<b>Amendment No. 04 Amendement n°04</b>
<b>Solicitation Closes – L’invitation prend fin at – à 2:00 p.m. Pacific Daylight Time (PDT)/ Heure avancée du Pacifique (PDT) on – le 11 April, 2024</b>	
<b>Address Enquiries to: - Adresse toutes questions à:</b> <a href="mailto:Gerald.Baran@NRCan-RNCan.gc.ca">Gerald.Baran@NRCan-RNCan.gc.ca</a>	<b>Buyer Id – Id de l’acheteur : A11</b>
<b>Telephone No. – No de telephone</b> 778-350-9373	
<b>Destination – of Goods and Services: Destination – des biens et services:</b>  Canada Centre for Mapping and Earth Observation 580 Booth Street Ottawa, ON K1A 0E4	
<b>Security – Sécurité</b> THERE ARE NO SECURITY REQUIREMENTS ASSOCIATED WITH THIS REQUIREMENT	
<b>Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l’entrepreneur</b>  <b>Telephone No.:- No. de téléphone:</b>  <b>Email – Courriel :</b>	
<b>Name and Title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/de l’entrepreneur (taper ou écrire en caractères d’imprimerie)</b>  <hr/> <b>Signature</b> <span style="float:right"><hr/><b>Date</b></span>	



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## REQUEST FOR PROPOSAL (RFP) No. NRCan-5000073291 - SOLICITATION AMENDMENT 04

This **solicitation amendment 04** is issued to respond to questions from potential bidders as follows:

- Q1) In R1, the Lead Project Resource only needs to have “managed” facilitation projects, not actually facilitate themselves. Is this correct understanding, that you intended the Lead Project Resource to be essentially the role of a Project Manager? However R1 then mentions the Project Lead should have 5 years experience “facilitating” meetings. This is confusing in general. So did you actually mean R1 to refer to Intermediate Resource’s experience?
- A1) R1 refers to the lead resource experience. Experience with facilitation is required to ensure project delivery. The contractor has the flexibility to assign roles as they see fit, but is required to involve at least three resources, 1 lead, 1 intermediate and 1 junior resource to deliver the project.
- Q2) In mentions in the RFP about notetaking and writing a report, however there is no specific role mentioned in the criteria. At first, I thought this role was for the Junior Resource, however it also asks for the Junior Resource to have a minimum of 3 years experience. Can you clarify where are we to detail this task’s hours?
- A2) The contractor is required to take minutes during the meeting and to produce a report based on those minutes. The contractor has the flexibility to assign roles as they see fit.
- Q3) In R4, Did you mean instead of Lead Resource, at least 2 or 3 projects from the Intermediate Resource?
- A3) R4 should be read as follows : The Bidder should submit project summaries for three (3) Facilitation events involving the Lead Resource (at least 2 of 3 projects) and the Intermediate Resource (at least 1 of 3 projects). Roles of Lead Resource and Intermediate Resources should be clearly identified.
- Q4) Where are the ITWFGM members primarily travelling from?
- A4) NRCan is seeking to have representation from each province and territory, where some representatives may be travelling from isolated communities and others from major urban centers.
- Q5) Are you looking to reimburse a set travel stipend amount or based on where the ITWFGM members are travelling from?
- A5) All travel costs incurred by working group members will have to be reimbursed, including an honorarium for their time.
- Q6) Is this a one-day or multi day working group meeting? Page 26 refers to providing a daily participant list and that notes/transcripts are created for each day.
- A6) Working group members are expected to attend a one full day event.



- Q7) Please clarify what you mean by providing a transcript.
- A7) Meeting minutes, including a participants list, notes on discussion and action items.
  
- Q8) What are your expectations with the final reporting
- A8) Final reporting must include a clean version of the transcripts, summaries of the discussions and the associated action items. Final reporting must also include a graphic art representation of meeting outcomes that can be distributed to participants.
  
- Q9) We have sent out a number of requests for quotes from venues, due to the long weekend, would it be possible to have an extension of the deadline by 10 days to allow the venues to get back to us, for a more accurate costing.
- A9) An extension was granted until April 11. No further extensions will be granted.
  
- Q10) Is the budget of 150,000\$ only for the bidder to conduct the work (&travel) or does the cost include guests.
- A10) The \$150K budget must cover all costs required to ensure a successful meeting, including consultant expenses to travel and perform the work, meeting space rental, catering, and other costs as required, and must include travel expenses and honorariums for ITWGFM members. NRCan employees travel expenses are not included.
  
- Q11) For the resources we are putting forward, does the resource for M1 have to be the same as the one we use for R1? The same question applies for M2/R2, and M3/R3.
- A11) Yes.
  
- Q12) Are we able to put for more than resource for R1, R2, and/or R3?
- A12) No. You may involve more resources in the project, but they will not be considered for R1, R2 and R3.
  
- Q13) Would you be able to define a 'working group'?
- A 13) A working group is a group of experts working together to achieve a specific goal.
  
- Q14) Will honorariums and travel stipends be coming from the \$150,000 budget, or does this come from outside (above & beyond) this budget
- A14) The \$150K budget must cover all costs required to ensure a successful meeting, including consultant expenses to travel and perform the work, meeting space rental, catering, and other costs as required, and must include travel expenses and honorariums for ITWGFM members. NRCan employees travel expenses are not included.

**End of Amendment No 4**