



SOLICITATION AMENDMENT MODIFICATION DE L'INVITATION

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé ; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

Comments - Commentaires

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT
CE DOCUMENT CONTIENT DES EXIGENCES RELATIVES À LA SÉCURITÉ

RETURN BIDS TO: RETOURNER LES SOUMISSIONS À:

By e-mail to: - Par courriel au :

Sara.Goud@tc.gc.ca

Attention: - Attention : Sara Gould

Solicitation Closes - L'invitation prend fin

At - à: 2:00 PM / 14h00

On - le: April 09, 2024 / 09 avril 2024

Time Zone - Fuseau Horaire :

Eastern Daylight Time (EDT) / Heure avancée de l'Est (HAE)

Title - Sujet Application Services Resources for the Service & Digital Group		Amendment No. - N° modif. 1
Solicitation No. N° de l'invitation T8080-230303	Date of Amendment Date de modification March 19, 2024 / 19 mars 2024	
Address enquiries to : - Adresser toute demande de renseignements à : Sara Gould E-Mail Address - Courriel: Sara.Goud@tc.gc.ca		
Destination See herein - Voir aux présentes		

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.

Delivery required Livraison exigée See herein - Voir aux présentes	Delivery offered Livraison proposée Not applicable - Sans objet
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Person authorized to sign on behalf of Vendor/Firm (type or print): La personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie) :	
Name - Nom	Title - Titre
Signature	Date

RFP QUESTIONS AND ANSWERS AND AMENDMENTS

File: T8080-230303

Initiative: Application Services Resources for the Service & Digital Group

RFP Issued: March 13, 2023

RFP Closes: April 09, 2024, 02:00 PM EDT

THIS SOLICITATION AMENDMENT IS RAISED TO:

1. Provide answer to question from potential suppliers.

QUESTIONS AND ANSWERS:

Question #	Questions and Answers
Question 1	For CM2, can the Crown please confirm that mapping can be used to show the billable days? Different clients may use different categories or job titles to perform the same tasks and responsibilities. As it is the tasks and responsibilities that are important, the Crown would benefit from allowing mapping as it will increase competition.
Answer 1	Canada has reviewed your request and will not accept mapping to resource categories for this requirement.
Question 2	For CM3, can the Crown please confirm if they are referring to CM1 or CM2: "The Client Manager identified must be or have been a Client Manager of one of the contracts identified in CM3." CM3 is referenced as a requirement to meet CM3 so this is not possible.
Answer 2	Canada has reviewed your request and CM3 should refer to CM2. Please refer to Amendment 1, Item #1 below.
Question 3	We would like to ask if there is an incumbent providing / provided similar services for this requirement in the past 24 months? If so, can you please provide us with the supplier name, contract value, estimated level of effort, duration (mm/yyyy to mm/yyyy) and is the incumbent invited?
Answer 3	Canada has reviewed your request and confirms there is currently an incumbent supplying these same services. Services are supplied by a number of vendors under the T8086-172450 group of contracts awarded by PSPC (TBIPS - CAPACITY ON DEMAND SERVICES - Tender Notice CanadaBuys)
Question 4	The RFP has a contract period of 1 year plus 1 additional 6 month optional periods. It is uncommon for government departments to have a very short-term tier 2 contract. Can the crown confirm that it is the intention for the contract period to expire after 18 months?
Answer 4	Canada has reviewed your request and confirms that the requirement is for one (1) year with one (1), 6-month options.
Question 5	Regarding corporate requirements CM2 and CM3, would the Crown please confirm that vendors can reference on-going contracts as long as they have been active for a minimum of 1 year within the last 3 years, as per the requirements.
Answer 5	Canada has reviewed your request and confirms "that vendors can reference on-going contracts as long as they have been active for a minimum of one (1) year within the last three (3) years, as per the requirements."

Question 6	To ensure that the Crown is receiving a viably priced RFP, will the Crown amend Part 4 Method A of the RFP pricing methodology to -10% +20%. This will put tighter constraints on the pricing evaluation and ensure that the Crown can evaluate bids that reflect the market rate. The -10% +20% median band protects the Crown from getting bill rates that aren't viable but also reflects the need for lowest cost evaluation.
Answer 6	Canada has reviewed your request and the Financial Evaluation – Method A remains as is.
Question 7	In M2 of all of the resource grids (i.e. Application Software Architect, Programmer Analyst, Web Architect, etc.) bidders are informed that resources will be required to have <i>“at least 1 year within the last 3 years in each of the technologies, software, tools, and methodologies identified in the Task Authorization Statement of Work”</i> . Can the Crown please confirm that technologies listed in the Task Authorization will be pulled from those listed within Section 2.4 <i>“Technical Environment”</i> on page 46 of the Statement of Work? For example, it's possible that a Task Authorization could require one of these resources (an Architect, Programmer Analyst, or Web Architect) to have 1 year experience within the last 3 years of Azure Databricks, Azure Data Lake, Azure DevOps for source control and CI/CD, Microsoft Power Platform (Power Apps), and Azure Identity Framework.
Answer 7	Canada has reviewed your request. Upon issuance of a task authorization request, the statement of work will identify technical environments. The technical environments identified within the Statement of Work are those currently in use within Transport Canada.

THIS SOLICITATION IS HEREBY AMENDED AS FOLLOWS:

AMENDMENTS:

Item 1: **DELETE ATTACHMENT 8.2 – CORPORATE MANDATORY TECHNICAL CRITERIA CM3, Client Manager** and **REPLACE** in its entirety with:

No.	Corporate Mandatory Technical Criteria	Met (Yes/No)	Bidder's Responses (Reference to Substantiating Materials Included in Bid)
CM3	<p>Client Manager The Bidder must identify the proposed client manager that would be responsible for any resulting contract. The Client Manager identified must be or have been a Client Manager of one of the contracts identified in CM3 CM2.</p> <p>The Bidder must provide a summary of the Client Manager's duties and responsibilities undertaken during the course of oversight of contract reference. The contract summary be signed (digital signature permitted) by client attesting to the information provided in the summary</p>		

Item 2: **DELETE APPENDIX A TO ANNEX A, TASKING ASSEMENT PROCUREMENT** and **REPLACE** in its entirety with:

APPENDIX A TO ANNEX A

TASKING ASSESSMENT PROCEDURE

- Where a requirement for a specific task is identified, a draft Task Authorization Form (TA Form) as attached at Appendix B to Annex A will be provided to the Contractor. Once a draft TA Form is received, the Contractor must submit to the Technical Authority a quotation of rates to supply the requested Resource Categories based on the information identified in the TA Form, as well as its corresponding proposed resource(s). ~~The quotation of rates must include projected profit and overhead cost estimate for each resource(s) and each per diem rate proposed, in accordance with Appendix F to Annex A.~~ The quotation must be signed and submitted to Canada within the time for response identified in the TA Form. The Contractor will be given a minimum of *2 working days* (or any longer time period specified in the draft TA) turnaround time to submit a quotation.

For the purposes of projected profit and overhead costs, the following definitions apply:

Direct costs:

- "Direct Material Costs" meaning the cost of materials which can be specifically identified and measured as having been used or to be used in the performance of the Contract and which are so identified and measured consistently by the Contractor's cost accounting practices as accepted by Canada.
- "Direct Labour Costs" meaning the costs of the portion of gross wages or salaries (excluding fringe benefits), which can be specifically identified and measured as having been incurred or to be incurred in the performance of the Contract and which are so identified and measured consistently by the Contractor's cost accounting practices as accepted by Canada. For subcontracted resources, it means the rate paid to the subcontractor.
- "Other Direct Costs" meaning those applicable costs, not falling within the categories of direct material or direct labour, but which can be specifically identified and measured as having been incurred or to be

incurred in the performance of the Contract and which are so identified and measured consistently by the Contractor's cost practices as accepted by Canada.

Indirect Costs:

a. "Indirect Costs (overhead)" meaning those costs which, though necessarily having been incurred during the performance of the Contract for the conduct of the Contractor's business in general, cannot be identified and measured as directly applicable to the performance of the Contract.

b. These Indirect Costs may include, but are not necessarily restricted to, such items as: a. indirect materials and supplies (*);

- a. indirect labour;
- b. fringe benefits (the Contractor's contribution only);
- c. public services expenses: expenses of a general nature such as power, heat, light, operation and maintenance of general assets and facilities;
- d. fixed/period charges: recurring charges such as property taxes, rentals and reasonable depreciation costs;
- e. general and administrative expenses: including remuneration of executive and corporate officers, office wages and salaries and expenses such as stationery, office supplies, postage and other necessary administration and management expenses;
- f. selling and marketing expenses associated with the goods, services or both being acquired under the Contract;
- g. general research or development expenses as considered applicable by Canada.

(*) For supplies of similar low-value, high-usage items the costs of which meet the above definition of Direct Material Costs but for which it is economically expensive to account for these costs in the manner prescribed for direct costs, then they may be considered to be indirect costs for the purposes of the Contract.

2. With each quotation the Contractor must propose the required number of resources and for each proposed resource the Contractor must supply a résumé, digitally signed by the resource attesting it is a true and accurate representation of their education and experience, the requested security clearance information and must complete the Response Tables at Appendix C of Annex A applicable to the Resource Categories identified in the draft TA. The same individual must not be proposed for more than one category. The résumés must demonstrate that each proposed individual meets the qualification requirements described (including any educational requirements, work experience requirements, and professional designation or membership requirements). With respect to the proposed resources:
- (i) Proposed resources may be employees of the Contractor or employees of a subcontractor, or these individuals may be independent contractors to whom the Contractor would subcontract a portion of the Work. (Refer to Appendix D to Annex A, Certifications). For each proposed resource, the Contractor must disclose, to both the Technical Authority and Contracting Authority, whether the resource is an employee or a sub-contracted vendor entity. If the resource is provided through a sub-contracted vendor entity(ies), the Contractor must disclose the name of the subcontractors, including the resource's actual employer in Appendix E to Annex A.
 - (ii) For educational requirements for a particular degree, designation or certificate, Canada will only consider educational programmes that were successfully completed by the resource before the date the draft TA was first issued to the Contractor.
 - (iii) For requirements relating to professional designation or membership, the resource must have the required designation or membership by the time of draft TA issuance and must continue, where applicable, to be a member in good standing of the profession or membership throughout the assessment period and Contract Period. Where the designation or membership must be demonstrated through a certification, diploma or

degree, such document must be current, valid and issued by the entity specified in this Contract or if the entity is not specified, the issuer must have been an accredited or otherwise recognized body, institution or entity at the time the document was issued.

- (iv) For work experience, Canada will not consider experience gained as part of an educational programme, except for experience gained through a formal co-operative programme at a post-secondary institution.
 - (v) For any requirements that specify a particular time period (e.g., 2 years) of work experience, Canada will disregard any information about experience if the résumé does not include the relevant dates (month and year) for the experience claimed (i.e., the start date and end date). Canada will evaluate only the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.
 - (vi) A résumé must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. Only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirement, or reusing the same wording as the TA Form, will not be considered "demonstrated" for the purposes of the assessment. The Contractor should provide complete details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications / experience were obtained. In situations in which a proposed resource worked at the same time on more than one project, the duration of any overlapping time period will be counted only once toward any requirements that relate to the individual's length of experience.
3. The qualifications and experience of the proposed resources will be assessed against the requirements set out in Appendix C to Annex A to determine each proposed resource's compliance with the mandatory and rated criteria. Canada may request proof of successful completion of formal training, as well as reference information. Canada may conduct reference checks to verify the accuracy of the information provided. If reference checks are done, they will be conducted in writing by e-mail (unless the contact at the reference is only available by telephone). Canada will not assess any points or consider a mandatory criterion met unless the response is received within 5 working days. On the third working day after sending out the e-mails, if Canada has not received a response, Canada will notify the Contractor by e-mail, to allow the Contractor to contact its reference directly to ensure that it responds to Canada within 5 working days. Wherever information provided by a reference differs from the information supplied by the Contractor, the information supplied by the reference will be the information assessed. Crown references will be accepted.
 4. During the assessment of the resources proposed, should the references for two or more resources required under that TA either be unavailable or fail to substantiate the required qualifications of the proposed resources to perform the required services, the Contractor's quotation may be found to be non-responsive.
 5. The Contractor must provide a completed and signed Appendix D to Annex A – Certifications required at the TA stage, and the related Appendix E to Annex A – Disclosure of resources working on multiple contracts (when it applies) with each quotation.
 6. Once the quotation has been accepted by the Project Authority, the TA Form will be signed by Canada and provided to the Contractor for signature. The TA Form must be appropriately signed by Canada prior to commencement of any work. The Contractor must not commence work until a validly issued TA Form (the Task Authorization) has been received, and any work performed in its absence is done at the Contractor's own risk.

ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME