



NATIONAL CAPITAL COMMISSION
COMMISSION DE LA CAPITALE NATIONALE

ADDENDUM

KG001_RFSO Professional Services for Program and Project Management

April 26, 2024

ADDENDUM No.1

The following shall be read in conjunction with and shall form an integral part of the RFSO, Proposal and Standing Offer Agreement.

- The solicitation closing date and time are being extended from May 6, 2024, at 3:00 PM ET to **May 13, 2024, at 3:00 PM ET.**

The following questions and answers shall be read in conjunction with and shall form an integral part of the RFSO, Proposal and Standing Offer Agreement:

- **Question #1:** Is the NCC willing to grant a 2-week extension to the submission date?

Answer #1: The solicitation closing date and time are being extended from May 6, 2024, at 3:00 pm ET to May 13, 2024, at 3:00 pm ET.

- **Question #2:**

In reference to Rated Requirements 3B, 3D, and 3F, pages 34-35, which request the Bidder to provide sample documents of cash flows, schedule baselines, and update reports:

The sample documents we are requested to profile are for Government of Canada departments, and like most government departments they have a “security classification” assigned to the documents. We are not permitted to share or edit the documents down to a classification that would be acceptable to our clients.

- a. Would an executive summary and client contact details suffice to meet this part of the requirement for 3B, 3D, and 3F?
- b. If not acceptable, please advise how you intend to protect classified information and gain consent from our clients to release this information to the NCC?

Answer #2: Proponents can redact the sensitive information from the sample documents. Proponent shall keep pertinent information for the evaluation of this criteria.

- **Question #3:**

In reference to Rated Requirement 2 – Project Management Experience, Structure of Response, page 30 which asks the Bidder to provide the following for each submitted project example:

“Information on the personnel who provided services on the project, including name, discipline, their respective role and responsibilities, whether or not they are still employed by the Proponent, whether or not they will be providing services for the SOA”.

The size and complexity of the “Real Property” and “Complex” projects described in the RFSO typically involve extensive project teams. Identifying all of the personnel who provided services on the project would require more space than what is allowed given the 2-page maximum.

- a. Would the NCC be open to amending that requirement to allow the Bidder to specify the number of personnel on the project, including discipline, category, and level as well as how many of those personnel are still employed with the Bidder?

Answer #3: Information on the number of personnel who provided services on the project, including discipline, category, and level. In addition, please provide information of the key personnel from the company that worked on the project (limited to 2-3 people), including name, discipline, their respective role and responsibilities, whether or not they are still employed by the Proponent, whether or not they will be providing services for the SOA.

- **Question #4:**

In reference to Rated Requirement 2 and 3, pages 31 and 34 respectively, the RFSO states, “Where a submitted Example Project is being carried out as a joint venture, the Proponent should indicate the responsibilities of each of the involved persons or entities”:

- a. Can the NCC please confirm that this statement only applies to projects which are ongoing?
- b. Can the NCC also please confirm that the Bidder are only required to indicate the responsibilities of each entity, rather than identifying each person that provided services on the project for both entities as identifying all of the personnel who provided services on the project would require more space than what is allowed given the 2-page maximum?

Answer #4:

- a. Applies to ongoing and completed projects.
- b. Please refer to Answer #3.

- **Question #5:**

In reference to Rated Requirement 1, 2, and 4, where the Bidder is requested to identify the ‘discipline’ of personnel:

- a. Can the NCC please clarify and provide an example of what they are referring to when they say ‘discipline’?

Answer #5: Discipline refers to the role or position as directly related to the project. E.g. Project Manager (design/construction), Project Controls Specialist (scheduler/risk manager), or technical discipline (engineering, IT, etc.).

- **Question #6:** Please confirm how many resources are to be submitted against each resource level.

Answer #6:

- 4 C.Vs total for Senior Project Manager (9pts total)
 - 4 C.Vs total for Intermediate Project Manager (8pts total)
 - 4 C.Vs total for Junior Project Manager (4pts total)
 - 2 C.Vs total for Admin/coordinator (2pts total)
- **Question #7:** If the same resource is used for different levels, are resumes to be submitted multiple times? Or are they evaluated once?

Answer #7: Resource can only be evaluated once. If same resource is submitted in multiple resource categories, they will only be evaluated in the resources category that comes first, as per the following order:

- Senior Project Manager
 - Intermediate Project Manager
 - Junior Project Manager
 - Admin/coordinator
- **Question #8:** The example projects details that are required to be included request include strictly confidential information (cash flow, schedule, risk and budget related information) that cannot be shared. Would the NCC accept general examples of the requested information?

Answer #8: Please refer to Answer #2.

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