



<p>RETURN BIDS to: RETOURNER LES SOUMISSIONS à :</p> <p>Par Service Connexion de la Société canadienne des postes (SCP)</p> <p>Consultez la partie 1.5 Renseignements généraux de la demande de soumissions, pour obtenir de plus amples renseignements.</p> <p>By Canada Post Corporation's (CPC) Connect service</p> <p>Refer to Part 1.5 General Information of the bid solicitation, for further information.</p> <p>ou / or Fax: 819-997-9776</p>	<p>Title / Titre Change management support in the context of digital transformation</p>	
	<p>Solicitation No. / N° de l'invitation 9F019-22-0084</p>	<p>Date 2023-07-17</p>
<p>MODIFICATION DE L'INVITATION SOLICITATION AMENDMENT</p> <p>Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.</p> <p>The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.</p>	<p>Client Reference No. / No. de référence du client(e) 9F019-20220084</p>	
	<p>Amendement No. / No. de modification 2</p>	
	<p>Solicitation Closes / L'invitation prend fin</p> <p>At /à: 02:00 PM</p> <p>EDT (Eastern Daylight Time)</p> <p>On / le: 2023-08-03</p>	
	<p>F.O.B. / F.A.B. Destination</p>	
	<p>Address Inquiries to / Adresser toute demande de renseignements à :</p> <p>Sophorn Sok</p> <p>Telephone No. – No. De téléphone : (514) 708-6583</p> <p>Email / Courriel: sophorn.sok@asc-csa.gc.ca</p>	
	<p>Destination of Goods, Services, and Construction / Destination des biens, services, et construction</p> <p>Canadian Space Agency 6767 Route de l'Aéroport, St-Hubert, Qc J3Y 8Y9</p>	
	<p>Vendor Name, Address and Representative / Nom du vendeur, adresse et représentant du fournisseur/de l'entrepreneur</p>	
	<p>Telephone No. / No. de téléphone</p>	
	<p>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)</p>	
<p>Signature</p>		<p>Date</p>



This amendment #2 is being issued to modify the Request for Proposal 9F019-22-0084 as follow:

a. Publish Canada’s responses to questions asked during the solicitation period

7) QUESTION:

In relation to RT3, would the crown please consider accepting project equivalency for the “point scale”?

For example, for every 6 months worked on a project in the last 5 years equals another project. It is our belief, in order to provide a full scope of Change Management services, it is more realistic to assume a Change Manager would have worked on a single project for longer than 12 months. Generally speaking a Change Manager is usually there from the project inception, through to completion, and often much longer than 12 months. We believe a project equivalency of 6 months would ensure the Crown more value in relation to the caliber of the resource submitted.

ANSWER:

Point scale equivalency is accepted. The evaluation will be 1 point per 6 months period of experience of the main resource, up to a maximum of 10 points, where the bidder demonstrates that he/she meets the criteria of **knowledge of digital transformation within public sector organizations.**

RT3 is amended as follow:

DELETE RT3 at TABLE #3 and replace with the following:

<p>RT3 - KNOWLEDGE OF DIGITAL TRANSFORMATION WITHIN PUBLIC SECTOR ORGANIZATIONS.</p> <p>The bidder must demonstrate that the proposed main resource has at least worked on 1 project in digital transformation within public sector organizations in the last 5 years. To demonstrate this experience, the bidder must provide one or more reference projects.</p> <p>For each project summary submitted, the following information must be provided:</p> <ul style="list-style-type: none"> • Name and description of client organization; • Name, phone, email of client ; • Scope, objective, and resources, project timeframe (from-to dates month/year); • Outcomes of the project; and/or • Description of the Consultant roles and responsibilities in the project. <p>Point Scale 1 point per 6 months period of experience of the main resource. Maximum points is 10.</p>	<p>2</p>	<p>10</p>	
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8) QUESTION:

In reference to RT1, the scoring methodology states: “20 points: The main resource has provided at least 3 examples or summaries of the realization of a change management implementation



plan as well as to writing strategic documents related to change management within the last 5 years AND proposes steps to achieve this in its work plan.”

However, a work plan is never again mentioned in the RFP. Can the Crown clarify if to score full points on RT1 that a bidder must either:

- A) Explain the steps they took in the realization of a change management implementation plan and writing strategic documents related to change management on past projects or
- B) Explain how a past implementation plan and strategic documents related to change management will inform the steps they are proposing in their RT2 Roadmap?

ANSWER:

- A) Explain the steps they took in the realization of a change management implementation plan and writing strategic documents related to change management on past projects.

To clarify, in the SOW, section 2. deliverables, it is specified that a digital transformation change management plan and project schedule is expected within the first month. This refers to a work plan for planning the work to be done in change management. RT1 puts the emphasis on the experience of the main resource. In this sense, it would be the option A that would apply.

9) QUESTION:

Would the Crown allow for the proposed consultant to work from the United States, as the consultant may be travelling for some duration during winter.

ANSWER:

In general, even if the information is deemed not to be sensitive, the ASC has an obligation to keep it within Canadian borders. It should be noted that this is not a tolerated practice even for our own employees, it is necessary to have been officially mandated by the CSA for a business trip and this requires justifications and approval accordingly. For reasons related to security clearance and cybersecurity prevention requirements, this would not be possible if the resource needs access to our corporate network.

ALL OTHER TERMS AND CONDITIONS OF THIS RFP REMAIN UNCHANGED.