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Request for Proposal (RFP)
AMENDMENT

Demande de proposition (DDP)
MODIFICATION

Proposal To: Natural Resources Canada

We hereby offer to sell to His Majesty the King 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.

Proposition à: Ressources Naturelles Canada

Nous offrons par la présente de vendre à Sa Majesté le Roi du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments – Commentaires

Issuing Office – Bureau de distribution

Finance and Procurement Management Branch
Natural Resources Canada
5320 122 St NW
Edmonton, AB T5H 3S5

Title – Sujet	
Facilitation and Coordination of Expert Review Panels	
Solicitation No. – No de l’invitation NRCan-5000075601	Date July 25, 2023
Requisition Reference No. - N° de la demande 178685	Amendment No. – Modification No. 001
Solicitation Closes – L’invitation prend fin at – à 02:00 PM Eastern Daylight Savings Time (EDT) on – le August 18, 2023	
Address Enquiries to: - Adresse toutes questions à: moira.farkas@nrca-nrcan.gc.ca	
Telephone No. – No de telephone (403) 462-1162	
Destination – of Goods and Services: Destination – des biens et services: - See herein.	
Security – Sécurité There are security requirements associated with this requirement.	
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l’entrepreneur	
Telephone No.:- No. de téléphone: Email – Courriel :	
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)	
_____	_____
Signature	Date



This Amendment **001** of **RFP #5000075601** is issued to:

- Respond to questions.

Question #1: The level of effort assigned to the Facilitator and Notetaker are the same (25 days), is NRCan expecting the consultants to draft reports or is the notetaker passing their meeting notes to NRCan Staff to generate the reports? Typically, the Facilitator will be involved in the planning and conduct of the review panels whereas the Notetaker will participate in these meetings as well as spend additional time drafting reports.

Answer #1: The senior level facilitator would be based on experience i.e., if they have significant experience in facilitating panels and achieving consent amongst a group.

The description of the facilitator vs. note taker roles included in Annex A – Statement of Work are accurate. We expect the level of effort to be similar between the two as the facilitator spends more time preparing ahead of the panel while the notetaker spends more time summarizing the information into a report for NRCan after the panel, and both are involved during the panel.

ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.