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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 August 31, 2023
Requisition Reference No. - N° de la demande 178685	Amendment No. – Modification No. 004
Solicitation Closes – L’invitation prend fin at – à 02:00 PM Eastern Daylight Savings Time (EDT) on – le September 8, 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 **004** of **RFP #5000075601** is issued to:

- Extend the solicitation closing deadline; and
- Respond to questions and perform modifications.

Question #1: Mandatory Criterion M1 required vendors to demonstrate their experience facilitating “expert review panels”. In addition to the examples provided as similar projects, can the Crown please define what it would consider an “expert review panel”? Also, can the Crown please confirm that vendors can cite projects that involved providing the services of a single candidate in response to this criterion?

Answer #1: Expert Review Panels are an advisory body of subject matter experts. Yes, the vendor can cite projects that involves providing the services of a single candidate as often, there is only one facilitator per expert review panel.

Question #2: The facilitation of workshops generally involve performing organizational reviews/evaluations prior to facilitation to understand client training needs. Would the Crown confirm that the facilitation of workshops/training sessions are relevant to M1?

Answer #2: Yes, facilitation of workshops/training sessions are relevant to M1.

Question #3: Rated Criterion R3 awards points based on whether the team includes “regional representatives” or not. Can the Crown please define what it would consider to be a regional representative?

Answer #3: Update highlighted below:

Item	Point Rated Technical Criteria	Points Breakdown	Maximum Points
R1	<p>The Bidder’s Understanding of the Work</p> <p>The Bidder’s approach includes an understanding of the role of the expert review panel, and the role of the Contractor.</p>	<p>The Bidder will be evaluated based on their understanding of the following and participation in the delivery of work:</p> <p>3 Points for addressing the role of the 2BT program and review process, and NRCan’s funding application process</p> <p>3 points for addressing the role of the expert review panel</p> <p>4 points for addressing the role of the Contractor</p>	10
R2	<p>The Bidder’s Approach to the Work</p> <p>The Bidder’s approach demonstrates a realistic and achievable deliverable framework including practical time schedule, achievable milestones and work assignments.</p>	<p>The Bidder will be evaluated based on addressing the following in their approach and in the delivery of work:</p> <p>5 points for outlining the activities</p> <p>5 points for outlining the deliverables</p> <p>5 points for outlining milestones and timelines</p> <p>5 points for highlighting the extent of staff participation in each of the activities under the contract (e.g., NRCan staff participating in all activities)</p>	20



R3	Bidder's Facilitation Team The Bidder proposes a strong team with experience in facilitating reviews of funding proposals.	The Bidder will be evaluated based on the following: 10 points for Proposed Bidder / team including roles and their detailed CVs highlighting work undertaken in the area of project management including: Facilitating consensus-based decisions making discussion; achieving consensus from discussions with differing views; and, documenting and reporting on the findings and recommendations of a group discussion 5 points if majority of the team is diverse (Indigenous, regional representative, bilingual) 3 points if majority of the team is bilingual	13
Total Points Available			43 points
Minimum Points Required			22 points

Question #4: Employers are legally unable to directly enquire as to whether an employee is Indigenous or not. While many vendors offer the option for employees/contractors to self-identify, it is unfair to expect this data to be shared by vendors. With that being said, we ask that the Crown please remove "Indigenous" from its definition of a diverse team as it unfairly evaluates vendors on information that they are legally required to be privy to.

Answer #4: NRCan has considered this request, and for RFP # RNCan-5000075601, it has been removed.

Question #5: The SRCL provided within this RFP has both 11a and 11d checked off. Was this a mistake? If not, can the Crown please describe the reasoning for these provisions and explain what is required of the vendor post-contract award?

Answer #5: To be updated through a RFP Amendment.

Question #6: Due to the complexity of preparing a response to this solicitation, the large number of bids currently out to tender, and the difficulty of contacting highly qualified candidates in the summer months, we would like to request a one-week extension to the solicitation closing date to ensure that vendors are able to submit high quality responses that provide the best value to the Crown.

Answer #6: Yes, the date can be extended until September 8, 2023.

ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.