

**REQUEST FOR PROPOSAL
RFP – OFFSITE RECORDS STORAGE - BCRO**

AMENDMENT #002

The purpose of this amendment is to:

1. extend bid closing to November 28, 2023;
2. provide clarification on the geographical constraints of bidders proposed storage facilities;
3. respond to questions #7 to #9 raised by bidders; and
4. replace the following documents in their entirety:
 - a. BCRO - RFP
 - b. BCRO - Attachment 2 to Part 4 - Financial Evaluation - Pricing Schedule
 - c. BCRO – Annex B – Basis of Payment

BID CLOSING EXTENSION

Bid closing has been extended from November 20, 2023 to November 28, 2023 at 2:00pm EST.
(Refer to page 1 of AMD002 – BCRO – RFP)

GEOGRAPHICAL CONSTRAINTS FOR STORAGE FACILITIES

All proposed storage facilities must be located within the geographical boundaries of Canada.
(Refer to Part 3 – Bid Preparation Instructions, Section IV Additional Information, Subsection IV1)
(Refer to Attachment 1 To Part 4 – Technical Evaluation Criteria, Criteria M3)
(Refer to Attachment 1 To Part 4 – Technical Evaluation Criteria, Criteria RTC5)
(Refer to Part 7 – Resulting Contract Clauses, Section 3.1.1 Contractors Sites or Premises Requiring Safeguard Measures)
(Refer to Annex A – Statement of Work, Section 4.2.1.3 Retrieval and Delivery)

BIDDER QUESTIONS AND ANSWERS

Question 7. The answers provided for questions 1 to 3 (refer to AMD001_BIDDER QA) seem to be unclear. Can you confirm if in these situations, a delocation fee can be charged: For a box taken from storage to be destroyed? When returning the box permanently to Justice Canada? When moving the box to another vendor? All cases could be considered "final disposition" and if so what fees can be combined with the delocation fee in each situation?

Response 7. Delocation fees can be charged for any permanent withdrawal of a container during the validity period of the awarded contract. Pricing Item 2.25 Delocation has been added to BCRO - Attachment 2 to Part 4 - Financial Evaluation - Pricing Schedule and BCRO – Annex B – Basis of Payment, to reflect this clarification.

Furthermore we have revised the definitions for the following pricing items to reflect the clarification provided above:

Pricing Item 2.23 Destruction Services Archival

(Price includes all services necessary to complete destruction except for Pricing Item 2.25 Delocation)

Question 8. On page 6 Part 3 Bidder Preparation Instructions, Section 1 I3 - Customer Reference Contact Information: M1 Criteria: Has the bidder provided your organization with records management and storage services subject to the following constraints :

- managed a minimum average annual physical records inventory volume of 55,000 cubic feet.
- on page 10 M1 & M2 Bidder Experience / Facilities - Storage Capacity - M1 / M2 -it references 34k CF.

Can you please clarify which is the correct volume reference (55k or 34k CF).

Response 8. The correct volume reference is 34,000 cubic feet.

Question 9. How will DoJ be incorporating cost to move (vendor fees and internal cost to do so) into its evaluation?

Response 9. Refer to AMD002 - BCRO - Attachment 2 to Part 4 - Financial Evaluation - Pricing Schedule.

Section 1 of the pricing schedule is specific to the initial accession of records at the start of the contract and will be used to evaluate the estimated cost for this pricing element.

Section 3 of the pricing schedule is specific to the delocation activities required at termination of the contract and will be used to evaluate the estimated cost for this pricing element.

PLEASE REFER TO SEPARATE ATTACHMENTS:

AMD002 – BCRO - RFP

AMD002 - BCRO - Attachment 2 to Part 4 - Financial Evaluation - Pricing Schedule

AMD002 - BCRO – Annex B – Basis of Payment

END OF AMENDMENT #002