



RFx002532

CANADA MORTGAGE AND HOUSING CORPORATION

ADDENDUM NO. 5

REQUEST FOR PROPOSAL

FOR

Appraisal and Progress Advance Validation Management Services

Request for Proposal No: 002532

Date Addendum Issued: March 8, 2024

Submission Deadline: March 15, 2024 at 10:00 a.m. local Ottawa time

Bid Submission Email: EBID@cmhc-schl.gc.ca

Address Inquiries to:

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Email: sbrady@cmhc-schl.gc.ca and procurementsourcingteam@cmhc-schl.gc.ca

Section 1: Questions and Answers

Question (Q) 1: How do we get our subcontractors approved by CMHC if applicable?

Answer (A) 1: Please refer to Appendix C – RFP Specifications, section B. The Deliverables, i. Licensing:

- i. Licensing
The successful proponents shall ensure that all subcontractors engaged to provide services to CMHC are appropriately licensed to perform the services that they have been engaged to perform. CMHC reserves the right to request proof that the successful proponents’ subcontractors are appropriately licensed upon reasonable notice. Should it be discovered that a subcontractor is not licensed, CMHC reserves the right to require that the unlicensed subcontractor no longer provide services to CMHC until they are licensed.

Q2: Quebec is very large, so what happens if we have to travel by plane/boat to very remote areas (Lower North Shore, Nunavik, Gaspésie, Abitibi, etc.)? Do we need to include travel expenses for all remote areas?

A2: Please refer Appendix B – Pricing Form, Table 3 of the RFP document:

TABLE 3

Table 3 is to be provided for fixed costs related to Administrative Fees. are separate costs, applicable to all locations.

**** Specify all known possibilities that would apply with cost.**

Any unusual charges (i.e., charges in addition to those listed above) and/or fee increases will only be allowed on an exceptional basis and will need the prior authorization and approval of CMHC. It is expected that the percentage of unusual charges/fee increases will be at or near 0%.

Q3: On page 38, you mention that we would need to undergo criminal records check and/or hold a valid personnel security screening... On page 53, you mentioned that this Agreement does not provide automatic security clearance to the Service Provider, its employees and subcontractors. Security clearance and/or access to the property will be granted, at CMHC’s request and in accordance with CMHC’s security requirements. Does this mean that we will need to have a security clearance for all administrative staff, inspectors and subcontractors, if applicable?

A3: Please refer to Addendum 2:

Change (C) 1: Appendix C – RFP Specifications, Section E – SECURITY is **deleted in its entirety** and replaced with the following:

Employees of the successful proponents and, if applicable, subcontractors are required to hold a valid and up to date Government of Canada security clearance at minimum at the reliability status level prior to commencement of any work under the Agreement and must provide the proof of

clearance (clearance number) to CMHC's corporate security department in order for the clearance information to be validated. CMHC reserves the right to disallow any person to carry out work under the Agreement on the basis of the results of the security checks conducted as part of the security clearance process (criminal records/credit checks).

Q4: Appendix B – Pricing Form: In the "Table 2" tab on Service Add-Ons, I'm wondering what the purpose of this table is if we are bidding on only the progress advance. I believe that only the multi-unit (1-4) properties (per unit fee) line should be completed. What are the Default fields for exactly (I couldn't find anything to that effect in the RFP).

A4: For Progress Advance, you will provide a fee for multi-unit properties. The balance of Table 2 and Table 3 are for Appraisal Services.

Q5: Appendix B – Pricing Form: The progress advance validation quantity indicated in Table 1 is 2019/year: does it realistically reflect future inspection requirements?

A5: Volumes are not guaranteed, and the volume is dispersed to all of our vendors.

Q6: Progress advance - Appraisers will be required to complete the Progress advances on the Associations prescribed form. Please confirm, CMHC would also like the appraiser to complete the CMHC Progress Advance form in addition to the association forms for:

- New Construction
- Renovations
- Validation

Or, is CMHC asking that the appraiser only complete the CMHC form and not the association form?

What is the expectation from CMHC in the event that the Associations do not allow the appraiser to proceed with completing the CMHC form?

A6: Appraisers complete the industry-standard electronic form reports. Inspectors complete the CMHC-provided forms.

Q7: Can you please provide CMHC's definition of a "subcontractor"?

A7: Permitted Subcontractor means any subcontractor or affiliate of the Contractor which has been approved by CMHC at its sole discretion in writing to provide any service to CMHC on the Contractor's behalf under this agreement.

Q8: I was able to pull the corrected Appendix B for pricing but am unable to locate the remaining appendices.

A8: The remaining appendices are included in the main RFP document that is posted on CanadaBuys:

<u>RFP 002532 Appraisal and Progress Advance Validation Management Services.pdf</u>	002	English	13	2024/02/09
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Q9: I sent a proposal to the specified email address, but I didn't receive a confirmation. Do I need to resubmit it?

A9: Please note that the closing deadline for this RFP is on March 15, 2024, at 10:00 AM Ottawa time. Please resubmit your proposal before this deadline.

The email subject line must read exactly as follows to ensure receipt:

English: 002532 Appraisal and Progress Advance Validation Management Services

French : 002532 Services de gestion – Évaluation et validation pour avances échelonnées