



Date: April 8, 2024

Title: Electrical and Fire Alarm System Maintenance for Various International Locations

Solicitation Number: 22-200531

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The following Questions & Answers is in link with the solicitation document mentioned above.

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### Questions & Answers # 1

- Q1.** “Regarding Part 2 – Evaluation and Basis of Selection. As per the guidelines, the offer must not exceed 30 pages.
- In light of this, I wanted to seek clarification: does this page limit include the Contract Management Strategy and Risk Mitigation Strategy? Considering that these comprehensive strategies could potentially extend the total offer package beyond the stipulated limit, it would be helpful for us to understand how detailed our documents should be accordingly.”
- A1.** The Contract Management Strategy and Risk Mitigation Strategy must be submitted in the Technical Proposal, which is subject to the limitation of 30 pages.
- Q2.** “The RFP indicates that there was a bidders’ conference held on March 22<sup>nd</sup>, 2024 at 14:00 EDT. Can you share with us the meeting notes and a list of questions that were answered during the bidder’s conference?”
- A2.** All questions and answers asked during the Bidder’s Conference are included in this Q&A document. The resulting changes to the solicitation are included in Addendum 3.
- Q3** “Part 3 – Tender Form shows pricing tables for Contract Year 1 & 2, and Optional Year 1, 2 & 3. Is it correct that the base contract is 2 years from contract award, and if the optional years 1, 2 & 3 are executed they would immediately begin after the end of the previous contract?”
- A3** Yes, the base period of the contract is for a duration of 2 years and if Optional Year 1, 2 & 3 are exercised, they would begin immediately after the previous contract period.
- i.e.        - If Optional Year 1 is exercised, it begins immediately after the base contract.  
              - If Optional Year 2 is exercised, it begins immediately after Optional Year 1.
- Q4** “Will the contractor be reimbursed for all materials, including taxes of the material?”
- A4** Yes, taxes paid on material would normally be reimbursable.
- For more information on allowable costs, please consult the following link:  
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/3/1031-2/6>.
- Q5** “Will incidentals, such as laundering of clothes, cell phone, water, be reimbursed?”
- A5** No, these expenses are not reimbursable.



For more information on allowable costs, please consult the following link:  
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/3/1031-2/6>.

**Q6** “We the time required to get visas and vaccines be reimbursed?”

**A6** No, these expenses are not reimbursable.

For more information on allowable costs, please consult the following link:  
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/3/1031-2/6>.

**Q7** “Will the contactor be reimbursed for the special additional insurance that will be required in specific countries?”

**A7** If specific insurance is required for the performance of a Task Authorization, it may be considered an allowable cost upon approval of the Departmental Representative.

For more information on allowable costs, please consult the following link:  
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/3/1031-2/6>.

**Q8** “Item M1.4 (c) can you explain what this means?”

	<p><b>M1.4</b> The Bidder must provide in its bid, the Risk Mitigation Strategy it proposes to implement in the resulting Contract.</p>	<p>replacement.</p> <p>The Strategy must at a minimum include:</p> <ul style="list-style-type: none"> <li>a. The approach the Bidder will take to identify potential risks arising while performing the contract;</li> <li>b. The approach the Bidder will take to deal with difficult and unexpected situations; and</li> <li>c. The approach the Bidder will take to ensure that it is able to manage groups* of resources in support of a single client.</li> </ul> <p>*Groups is defined as a minimum of 5 resources</p>
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'Manage groups' What is the definition of groups? Who are these people to manage?”

**A8** “Groups of resources” refers to the contractor’s employees assigned to the Task Authorizations.

**Q9** “Will we be receiving this RFP in EXCEL format so we can fill in the document?”

**A9** The following documents have been added to the list of downloadable documents:

- Annex A to Part 2 – Bidder’s Projects Information.
- Annex B to Part 2 – Project Manager’s Projects Information.
- Part 3 – Tender Form