



ADDENDUM 2

Title: Field Support Services Project (FSSP) Kenya, Somalia & South Africa

A. QUESTIONS AND ANSWERS

Question 1	Listed on pages 38 to 41, under Table 1, 2, 4, 5, and 6 Professional Services Categories, provides an Estimated Level of Effort of 240 days per year for each position. My understanding is that under GAC rules, full time positions are 220 days per year. Can you please confirm the LOE for these positions will be changed to 220 days?
Answer 1	The application of the 220 days is not a Global Affairs Canada rule. However; the level of effort in section A. Professional Services Categories of Tables 1, 2, 4, 5 and 6 is reduced from 240 days to 220 days. This is applied in consideration of leave requirements (See amendment 1 below)
Question 2	Further to the Amendment to RTC2.i in Addendum 1, extending from January 1, 2013 to January 1, 2008, the period within which projects submitted were to have been administered, does not allow for much time between 3 projects of 5 years to acquire full points in RTC2.2. Given that many projects ended or were altered during the COVID 19 pandemic, we request that the timeframe be changed from January 1, 2008 to January 1, 2005, onward?
Answer 2	(See amendment 2 below)
Question 3	Given the importance of this initiative and the time to produce a high quality response we respectfully ask the Crown for a two week extension.
Answer 3	Foreign Affairs, Trade and Development Canada will not be granting an extension to this request for proposals process at this time.
Question 4	Would the Crown please indicate if there was an incumbent for this requirement, or a portion of this requirement, and if so who is that incumbent?
Answer 4	Field Support Services Project (FSSP) Kenya, Somalia & South Africa – Solicitation No 2023-7442326 – P-011023/B (REISSUE) is a new request for proposals (RFP) process. No contract has been awarded for this process. This is a separate process from that of the 2016 “Field Support Services Project (FSSP) in Kenya” (Solicitation No 2016-D-000240-1).
Question 5	Could Canada please confirm that an “association of entities” falls under the definition of consortium?



Answer 5	<p>2003ACB in the CanadaBuys Standard Instructions – Goods or Services - Competitive Requirements of the Standard Acquisition Clauses and Conditions (SACC) Manual provides:</p> <p>15 (2022-09-01) Joint venture</p> <p>1. A joint venture is an association of two or more parties who combine their money, property, knowledge, expertise or other resources in a single joint business enterprise, sometimes referred as a consortium, to bid together on a requirement.</p> <p>What is with regards to the qualification of an “association of entities”, Bidders are responsible for determining whether the suggested “association of entities” subject to the above provided definition.</p>
Question 6	Can DFATD confirm under which budget allocation should the Executing Agency include reimbursable expenses related to the provision of meeting space?
Answer 6	<p>DFATD will not confirm under which budget allocation anticipated expenses apply. As provided for in the RFP, Bidders should consult the Guidance on Eligible Costs for Development Initiatives available through the following link: http://international.gc.ca/world-monde/funding-financement/eligible_costs_guidance-directives_cout_admissibles.aspx?lang=eng for information regarding eligible costs/Reimbursable Costs.</p> <p>Where there is uncertainty regarding eligibility and reimbursement of expenditures by the selected contractor in the delivery of the contract, DFATD recommends that the contractor consult the Technical Authority before engaging in such expenditures.</p>
Question 7	Can DFATD provide the Statement of Work for the Contractor to support LDI activities?
Answer 7	<p>NOTE: Local Development Initiatives (LDIs) are not to be confused with the Canada Fund for Local Initiatives (CFLI) (A.k.a Local Development Fund).</p> <p>See ANNEX “A” STATEMENT OF WORK for detailed information on the requirements for the support of Canada’s Development assistance, which takes into account support to local development initiatives, through the Field Support Services Project resulting from this request for proposals.</p>



B. AMENDMENTS TO THE REQUEST FOR PROPOSAL

AMENDMENT 1: Amends “ANNEX “B” – BASIS of PAYMENT”

DELETE ANNEX “B” – BASIS of PAYMENT in its entirety and **REPLACE** with the following:

ANNEX “B” - BASIS of PAYMENT

The Basis of Payment may not be amended, or modified, nor shall any of its terms and conditions be waived. If the Basis of Payment is changed in any way, the proposal will be considered non-compliant in its entirety and will be given no further consideration.

Available Funding

Maximum available funding for the resulting Contract, is inclusive of the estimated travel amount identified in the resulting Contract clause 6.7.1 Limitation of Expenditures for Authorized Travel and Living Expenses and excluding Applicable Taxes.	\$ 9,690,000 CAN
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Bidders **MUST** submit their financial bid, in Canadian dollars and in accordance with **ANNEX B - Basis of Payment**.

The total amount of Goods and Services Tax must be shown separately.

Proposals valued in excess of this amount will be considered non-responsive. This disclosure does not commit DFATD to pay the maximum funding available.

Definition of a Day/Proration

A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day will be prorated to reflect actual time worked in accordance with the following formula:

$$\text{(Hours worked} \times \text{applicable firm per diem rate)} \div 7.5 \text{ hours}$$

- i. All proposed Resources must be available to work outside normal office hours during the duration of the Contract.
- ii. No overtime charges will be authorized under the Contract. All time worked will be compensated according to paragraph above.



INITIAL CONTRACT PERIOD – YEAR 1 and YEAR 2

TABLE 1

INITIAL CONTRACT PERIOD - YEAR 1				
A. PROFESSIONAL SERVICES CATEGORIES	NAME OF RESOURCE(S)	FIRM DAILY RATES	ESTIMATED LEVEL OF EFFORT	TOTAL CAN \$
FSSP Manager			220	\$
FSSP Coordinator			220	\$
FSSP Financial & Administrative Officer			220	\$
YEAR 1 - PROFESSIONAL SERVICES - SUB-TOTAL CAN \$				\$

TABLE 2

INITIAL CONTRACT PERIOD - YEAR 2				
A. PROFESSIONAL SERVICES CATEGORIES	NAME OF RESOURCE(S)	FIRM DAILY RATES	ESTIMATED LEVEL OF EFFORT	TOTAL CAN \$
FSSP Manager			220	\$
FSSP Coordinator			220	\$
FSSP Financial & Administrative Officer			220	\$
YEAR 2 - PROFESSIONAL SERVICES - SUB-TOTAL CAN \$				\$

TABLE 3

INITIAL CONTRACT PERIOD - YEAR 1 & YEAR 2	
B. TECHNICAL SPECIALIST(S) / SUB-CONTRACTOR(S)	LIMITATION OF EXPENDITURES CAN \$
Technical Specialists / Sub-contractors Per diems	\$ 1,820,000
C. LOCAL DEVELOPMENT INITIATIVES (LDIs) - REIMBURSABLE COSTS	LIMITATION OF EXPENDITURES CAN \$
Actual eligible and reasonable disbursements incurred by the Contractor for the support of LDI activities as defined in the Statement of Work. Eligible expenses are those listed under the Guidance on Eligible Costs for Development Initiatives found at: http://international.gc.ca/world-	\$330,000



monde/funding-financement/eligible_costs_guidance-directives_cout_admissibles.aspx?lang=eng , and are applicable to the recipient organization's activities with the exclusion of the "Allowance for Indirect/Overhead Costs" (items 1.7 and 1.8 of the guidance) which is not an eligible cost.		
D. TRAVEL AND LIVING EXPENSES		LIMITATION OF EXPENDITURES CAN \$
<p>The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, and private vehicle allowances specified in Appendices B, C and D of the National Joint Council Travel Directive, and with the other provisions of the directive referring to "travelers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel.</p> <p><u>All travel must have the prior authorization of the Technical Authority.</u></p>		\$ 74,000
YEAR 1 & YEAR 2 – B.+ C.+ D. - SUB-TOTAL CAN \$		\$2,224,000

TOTAL - INITIAL CONTRACT PERIOD – YEAR 1 and YEAR 2	
A. SUB-TOTAL - PROFESSIONAL SERVICES CATEGORIES	\$
B. SUB-TOTAL - TECHNICAL SPECIALIST(S) / SUB-CONTRACTOR(S)	\$ 1,820,000
C. SUB-TOTAL - LOCAL DEVELOPMENT INITIATIVE - Reimbursable Expenses	\$330,000
D. SUB-TOTAL - TRAVEL AND LIVING EXPENSES	\$ 74,000
YEAR 1 and YEAR 2 - A.+B.+C.+D. SUB-TOTAL CAN \$	\$

OPTIONAL PERIODS - YEAR 3, YEAR 4 and YEAR 5

TABLE 4

1st OPTIONAL PERIOD - YEAR 3				
A. PROFESSIONAL SERVICES CATEGORIES	NAME OF RESOURCE(S)	FIRM DAILY RATES	ESTIMATED LEVEL OF EFFORT	TOTAL CAN \$
FSSP Manager			220	\$
FSSP Coordinator			220	\$
FSSP Financial & Administrative Officer			220	\$
PROFESSIONAL SERVICES - SUB-TOTAL CAN \$				\$



B. TECHNICAL SPECIALIST(S) / SUB-CONTRACTOR(S)	LIMITATION OF EXPENDITURES CAN \$
Technical Specialists / Sub-contractors Per diems	\$ 1,060,000
C. LOCAL DEVELOPMENT INITIATIVES (LDIs) - REIMBURSABLE COSTS	LIMITATION OF EXPENDITURES CAN \$
Actual eligible and reasonable disbursements incurred by the Contractor for the support of LDI activities as defined in the Statement of Work. Eligible expenses are those listed under the Guidance on Eligible Costs for Development Initiatives found at: http://international.gc.ca/world-monde/funding-financement/eligible_costs_guidance-directives_cout_admissibles.aspx?lang=eng , and are applicable to the recipient organization's activities with the exclusion of the "Allowance for Indirect/Overhead Costs" (items 1.7 and 1.8 of the guidance) which is not an eligible cost.	\$190,000
D. TRAVEL AND LIVING EXPENSES	LIMITATION OF EXPENDITURES CAN \$
The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, and private vehicle allowances specified in Appendices B, C and D of the National Joint Council Travel Directive , and with the other provisions of the directive referring to "travelers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel. <u>All travel must have the prior authorization of the Technical Authority.</u>	\$ 42,000
YEAR 3 - A.+B.+C.+D. SUB-TOTAL CAN \$	\$ 1,292,000

TABLE 5

2 nd OPTIONAL PERIOD - YEAR 4				
A. PROFESSIONAL SERVICES CATEGORIES	NAME OF RESOURCE(S)	FIRM DAILY RATES	ESTIMATED LEVEL OF EFFORT	TOTAL CAN \$
FSSP Manager			220	\$
FSSP Coordinator			220	\$
FSSP Financial & Administrative Officer			220	\$
PROFESSIONAL SERVICES - SUB-TOTAL CAN \$				\$
B. TECHNICAL SPECIALIST(S) / SUB-CONTRACTOR(S)				LIMITATION OF EXPENDITURES CAN \$
Technical Specialists / Sub-contractors Per diems				\$ 1,060,000
C. LOCAL DEVELOPMENT INITIATIVES (LDIs) - REIMBURSABLE COSTS				LIMITATION OF EXPENDITURES CAN \$



<p>Actual eligible and reasonable disbursements incurred by the Contractor for the support of LDI activities as defined in the Statement of Work. Eligible expenses are those listed under the Guidance on Eligible Costs for Development Initiatives found at: http://international.gc.ca/world-monde/funding-financement/eligible_costs_guidance-directives_cout_admissibles.aspx?lang=eng, and are applicable to the recipient organization’s activities with the exclusion of the “Allowance for Indirect/Overhead Costs” (items 1.7 and 1.8 of the guidance) which is not an eligible cost.</p>	<p>\$190,000</p>
<p>D. TRAVEL AND LIVING EXPENSES</p>	<p>LIMITATION OF EXPENDITURES CAN \$</p>
<p>The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, and private vehicle allowances specified in Appendices B, C and D of the National Joint Council Travel Directive, and with the other provisions of the directive referring to "travelers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel.</p> <p><u>All travel must have the prior authorization of the Technical Authority.</u></p>	<p>\$ 42,000</p>
<p>YEAR 4 - A.+B.+C.+D. SUB-TOTAL CAN \$</p>	<p>\$ 1,292,000</p>

TABLE 6

3 rd OPTIONAL PERIOD - YEAR 5				
A. PROFESSIONAL SERVICES CATEGORIES	NAME OF RESOURCE(S)	FIRM DAILY RATES	ESTIMATED LEVEL OF EFFORT	TOTAL CAN \$
FSSP Manager			220	\$
FSSP Coordinator			220	\$
FSSP Financial & Administrative Officer			220	\$
PROFESSIONAL SERVICES - SUB-TOTAL CAN \$				\$
B. TECHNICAL SPECIALIST(S) / SUB-CONTRACTOR(S)				LIMITATION OF EXPENDITURES CAN \$
Technical Specialists / Sub-contractors Per diems				\$1,060,000
C. LOCAL DEVELOPMENT INITIATIVES (LDIs) - REIMBURSABLE COSTS				LIMITATION OF EXPENDITURES CAN \$
<p>Actual eligible and reasonable disbursements incurred by the Contractor for the support of LDI activities as defined in the Statement of Work. Eligible expenses are those listed under the Guidance on Eligible Costs for Development Initiatives found at: http://international.gc.ca/world-monde/funding-financement/eligible_costs_guidance-directives_cout_admissibles.aspx?lang=eng, and are applicable to the recipient organization’s activities with the exclusion of the “Allowance for Indirect/Overhead Costs” (items 1.7 and 1.8 of the guidance) which is not an eligible cost.</p>				\$190,000



D. TRAVEL AND LIVING EXPENSES	LIMITATION OF EXPENDITURES CAN \$
<p>The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, and private vehicle allowances specified in Appendices B, C and D of the National Joint Council Travel Directive, and with the other provisions of the directive referring to "travelers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel.</p> <p><u>All travel must have the prior authorization of the Technical Authority. All payments are subject to government audit.</u></p>	\$42,000
YEAR 5 - A.+B.+C.+D. - SUB-TOTAL CAN \$	\$ 1,292,000

TOTAL - OPTIONAL CONTRACT PERIODS – YEAR 3 + YEAR 4 + YEAR 5	
A. SUB-TOTAL - PROFESSIONAL SERVICES CATEGORIES	\$
B. SUB-TOTAL - TECHNICAL SPECIALIST(S) / SUB-CONTRACTOR(S)	\$ 3,180,000
C. SUB-TOTAL - LOCAL DEVELOPMENT INITIATIVES - Reimbursable Expenses	\$ 570,000
D. SUB-TOTAL - TRAVEL AND LIVING EXPENSES	\$ 126,000
YEAR 3, YEAR 4 and YEAR 5 - A.+B.+C.+D. SUB-TOTAL CAN \$	\$

Total cost, A. Professional Services Categories for Years 1, 2, 3, 4 and 5
= CAN \$ _____

Total cost, B. Technical Specialists / Sub-contractors for Years 1, 2, 3, 4 and 5
= CAN \$ 5,000,000

Total cost, C. Local Development Initiatives – Reimbursable Expenses for Years 1, 2, 3, 4 and 5
= CAN \$ 900,000

Total cost, D. Travel and Living Expenses for Years 1, 2, 3, 4 and 5
= CAN \$ 200,000

Total cost of applicable taxes: _____%: CAN \$ _____

TOTAL CONTRACT VALUE: CAN \$ _____



AMENDMENT 2: Amends RTC2 of ANNEX “D” – EVALUATION CRITERIONS

DELETE RTC2 and **REPLACE** with the following:

RTC2	<p>Project Management Experience (Maximum 51 points)</p> <p>The Bidder should submit a maximum of three (3) projects, clearly demonstrating the proposed resource’s experience in project management as it relates to each criterion below.</p> <p>Each project proposed should meet items i. and ii. below. If the bidder does not demonstrate that a project meets items i. and ii. below, no points will be awarded for demonstrated criteria under that project.</p> <ul style="list-style-type: none">i. The projects submitted were administered after January 1, 2005, and were managed for a minimum of twelve (12) consecutive months with a minimum of 37.5 hours per month of work associated to the position performed by the Project Manager; ANDii. The proposed resource worked jointly with one or more of the international development assistance stakeholders during his or her time as manager of the projects submitted.
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C. ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.