



**ADDENDUM 1**

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

**A. QUESTIONS AND ANSWERS**

<b>Question 1</b>	Is the Executing Agency expected to rent the meeting room on a permanent basis for the duration of the contract? If not, can DFATD provide an estimate on the potential number of meetings and/or days of meetings that the Executing Agency is expected to provide on an ad-hoc basis?
<b>Answer 1</b>	Renting a meeting room on a permanent basis for the duration of the contract by the Executing Agency is not a requirement. The method to be applied for providing meeting room area on an ad hoc basis for occasional meetings is at the bidder's discretion. Services are expected to be delivered in accordance with the requirements of the contract up to the proposed Limitation of Expenditure specified.
<b>Question 2</b>	It is our understanding that the Executing Agency is responsible to assess security risks and ensure adequate organizational policies and protocols are in place. It is anticipated that costs will be incurred to ensure increased security when technical specialists/sub-contractors are traveling to high risk countries such as Somalia. Can DFATD confirm if these would be an eligible expense under the Travel and Living Expense budget line?
<b>Answer 2</b>	DFATD cannot confirm eligibility of anticipated costs.  Depending on the nature of an expense, reimbursement of an eligible expenditure for required services as defined in the RFP and resulting contract will apply to one of the budget line items listed in <b>ANNEX "B" – BASIS OF PAYMENT</b> , up to the maximum amount available. When there is uncertainty regarding the eligibility and reimbursement of expenditures DFATD recommends that the selected Contractor consult the Technical Authority before engaging in such expenditures.
<b>Question 3</b>	Can DFATD provide clarifications and additional details regarding the management services to be provided for the Local Development Initiatives? There is a budget allocation for these initiatives, but there are no details provided regarding the responsibility, scope of work and/or expected tasks for the Executive Agency to implement and manage these initiatives.
<b>Answer 3</b>	There is no requirement for the management of Local Development Initiatives (LDI) in this Field Support Services Project (FSSP). The budget allocation <b>C. Local Development Initiatives (LDI) – Reimbursable Expenses</b> is available for actual eligible and reasonable disbursements incurred by the Contractor for the support of LDI activities as defined in the Statement of Work. (See <b>AMENDMENT 1, AMENDMENT 2, AMENDMENT 3, AMENDMENT 4 and AMENDMENT 5</b> below)
<b>Question 4</b>	Under RTC2.2, we would like to enquire how a bidding entity can obtain the maximum available scoring for the Project Management Experience of the Project Manager. With the eligibility of projects starting after January 2011, this period is too short to have 3 project experiences for 60 months or longer.
<b>Answer 4</b>	See <b>AMENDMENT 6</b> below



## B. AMENDMENTS TO THE REQUEST FOR PROPOSAL

### **AMENDMENT 1:** Amends “C. Local Development Initiative (LDI’s) – Reimbursable Expenses” in 6.7.1 Basis of Payment Cost Reimbursable under 6.7 Payment of PART 6 - RESULTING CONTRACT CLAUSES.

Delete C. Local Development Initiative (LDI’s) – Reimbursable Expenses in its entirety and REPLACE with the following:

#### **C. Local Development Initiative (LDI’s) – Reimbursable Costs**

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](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. **Previously authorized by the Technical Authority**

The Contractor will be reimbursed for its costs reasonably and properly disbursed in the performance of the Work, in accordance with the Basis of Payment in Annex B. Customs duties are included and Applicable Taxes are extra.

**Local Development Initiatives (LDI’s) – Reimbursable Costs**  
**Limitation of Expenditure: CAN \$ 900,000**

### **AMENDMENT 2:** Amends “C. Local Development Initiative (LDI’s) – Reimbursable Expenses” of TABLE 3 of ANNEX “B” – BASIS of PAYMENT.

Delete C. Local Development Initiative (LDI’s) – Reimbursable Expenses in its entirety and REPLACE with the following:

In TABLE 3

C. LOCAL DEVELOPMENT INITIATIVES (LDI’s) - 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: <a href="http://international.gc.ca/world-monde/funding-financement/eligible_costs_guidance-directives_cout_admissibles.aspx?lang=eng">http://international.gc.ca/world-monde/funding-financement/eligible_costs_guidance-directives_cout_admissibles.aspx?lang=eng</a> , 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	<b>\$330,000</b>



**AMENDMENT 3:** Amends “C. Local Development Initiative (LDI’s) – Reimbursable Expenses” of TABLE 4 of ANNEX “B” – BASIS of PAYMENT.

Delete C. Local Development Initiative (LDI’s) – Reimbursable Expenses in its entirety and REPLACE with the following:

In TABLE 4

C. LOCAL DEVELOPMENT INITIATIVES (LDI’s) - 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: <a href="http://international.gc.ca/world-monde/funding-financement/eligible_costs_guidance-directives_cout_admissibles.aspx?lang=eng">http://international.gc.ca/world-monde/funding-financement/eligible_costs_guidance-directives_cout_admissibles.aspx?lang=eng</a> , 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	<b>\$190,000</b>

**AMENDMENT 4:** Amends “C. Local Development Initiative (LDI’s) – Reimbursable Expenses” of TABLE 5 of ANNEX “B” – BASIS of PAYMENT.

Delete C. Local Development Initiative (LDI’s) – Reimbursable Expenses in its entirety and REPLACE with the following:

In TABLE 5

C. LOCAL DEVELOPMENT INITIATIVES (LDI’s) - 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: <a href="http://international.gc.ca/world-monde/funding-financement/eligible_costs_guidance-directives_cout_admissibles.aspx?lang=eng">http://international.gc.ca/world-monde/funding-financement/eligible_costs_guidance-directives_cout_admissibles.aspx?lang=eng</a> , 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	<b>\$190,000</b>



**AMENDMENT 5:** Amends “C. Local Development Initiative (LDI’s) – Reimbursable Expenses” of TABLE 6 of ANNEX “B” – BASIS of PAYMENT.

Delete C. Local Development Initiative (LDI’s) – Reimbursable Expenses in its entirety and REPLACE with the following:

In TABLE 6

C. LOCAL DEVELOPMENT INITIATIVES (LDI’s) - 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: <a href="http://international.gc.ca/world-monde/funding-financement/eligible_costs_guidance-directives_cout_admissibles.aspx?lang=eng">http://international.gc.ca/world-monde/funding-financement/eligible_costs_guidance-directives_cout_admissibles.aspx?lang=eng</a> , 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	<b>\$190,000</b>

**AMENDMENT 6:** Amends RTC2 of ANNEX “D” – EVALUATION CRITERIONS

Delete RTC2 and REPLACE with the following:

<b>RTC2</b>	<p><b>Project Management Experience (Maximum 51 points)</b></p> <p>The Bidder should submit a <b>maximum of three (3) projects</b>, clearly demonstrating the proposed resource’s experience in <b>project management as it relates to each criterion below</b>.</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"> <li>i. The projects submitted were administered <b>after January 1, 2008</b>, 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; AND</li> <li>ii. The proposed resource worked jointly with <b>one or more of the international development assistance stakeholders</b> during his or her time as manager of the projects submitted.</li> </ul>
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**AMENDMENT 7:** Amends RTC4 of ANNEX “D” – EVALUATION CRITERIONS

Delete RTC4 and REPLACE with the following:

<b>RTC4</b>	<p><b>Financial and Administrative Experience (Maximum 46 points)</b></p> <p>The Bidder should submit a maximum of three (3) projects clearly demonstrating the proposed resource’s experience in providing <b>financial and administrative services as it relates to each criterion below</b>.</p>
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	<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"> <li>i. The projects submitted were administered <b>after January 1, 2011</b>, and where the proposed resource performed the work of the position for a minimum of 37.5 hours per month over a minimum duration of six (6) consecutive months; AND</li> <li>ii. The proposed resource <b>worked in finance and administration.</b></li> </ul>
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**AMENDMENT 8:** Amends RTC6 of ANNEX “D” – EVALUATION CRITERIONS

Delete RTC6 and REPLACE with the following:

<b>RTC6</b>	<p><b>Project Logistics and Coordination Services (Maximum 36 points)</b></p> <p>The Bidder should submit a maximum of three (3) projects clearly demonstrating the proposed resource’s experience in the <b>coordination of project activities as it relates to each criterion below.</b></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. no points will be awarded for demonstrated criteria under that project.</p> <ul style="list-style-type: none"> <li>i. The projects submitted were administered <b>after January 1, 2011</b>, and where the proposed resource performed the work of the position for a minimum of 37.5 hours per month over a minimum duration of six (6) consecutive months; AND</li> <li>ii. The proposed resource <b>worked in a coordinator role;</b></li> </ul>
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**C. ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.**