



ADDENDUM TO REQUEST FOR PROPOSALS (RFP)

The Department of Foreign Affairs, Trade and Development hereby amends, in accordance with this Addendum the Request for Proposals for the provision of TSPS - Visual Art Collection Program (Various Categories), bearing number 23-238371, and dated May 8, 2023, the "RFP". This Addendum hereby forms part of the RFP. The purpose of this Addendum is to:

1. Provide responses to questions received; and

This Addendum is issued eight (8) days prior to receipt of Bids to provide for certain revisions to and clarification of the solicitation documents.

1. Questions and Answers

The following question(s) have been received, and the department hereby answers as follows:

1.1 Question No. 01:

Question: Are the requested services for the above-referenced solicitation currently being provided or have they been provided previously? If yes, please provide the name of incumbent vendor(s) and the duration and dollar amount of the contract(s).

Answer: The Visual Art Collection Program had a THS contract with The AIM Group Inc., from February 14, 2022 to March 31, 2023. The contract was for \$541,575.00 (plus applicable taxes) for 2 Senior Project Administrator, 1 Intermediate Project Administrator and 1 Junior Project Administrator.

1.2 Question No. 02:

Question: MTC1 currently requires vendors to cite contracts in which they provided "Project Administration services related to museums or visual arts collections". This is very limited in scope and prohibits vendors with a long and valuable history of providing Project Administration services to public sector clients for projects not related to museums/visual art collections from participating. This limited scope, paired with the other parameters of the criterion (contract value, length, etc.), will heavily impact the amount of submissions the Crown will receive and thus reduce competition. The environment in which vendors supply resources to work is out of their control and is not a reflection of the vendor's capability to provide skilled and qualified contractors that meet their client's needs. With this in mind, we ask that the Crown please amend MTC1 to accept vendor experience providing Project Administration services in any public sector environment so long as all other parameters of the criterion are met.

Answer: These positions require previous Project Administration experience which must be related to museums or visual arts collections, as the candidates will be working in an environment that requires the administration and proper handling of original high-value artwork. However, the criteria that the project be completed within the last 60 months will be increased to include projects within the last 120 months (10 years).



1.3 Question No. 03:

Question: We would like to know if there is an incumbent individual or team on this contract and the amount of the contract. Have they been invited to bid on this?

Answer: The Visual Art Collection Program currently has no contract in place and therefore no incumbent.

1.4 Question No. 04:

Question: Regarding the note on page 25 of the RFP: Did the Crown intend to request a synopsis of all projects totalling 1-2 pages? It is common for candidates to have worked numerous projects and, in some cases, as many as 5 or even 10 projects, particularly for Senior level resources. At 1-2 pages per project, each CV could total upwards of 20 pages. Would the Crown consider accepting shorter descriptions of each project?

Answer: A synopsis is required for each of the projects that each of the proposed resources have worked on. This is to capture and be able to evaluate their experiences using at a minimum one (1) page and if needed a second page (2) page (maximum) can be used in order to demonstrate how their experiences meet what is requested in the criteria.

1.5 Question No. 05:

Question: Regarding the point-rated criteria for category 3.1 Project Administrator, Junior: For RT1, would the Crown consider accepting an advanced diploma in a relevant field from a recognized Canadian post-secondary institution, such as Fine Art, Art History, Library or Museum Studies?

Answer: An undergraduate degree in a relevant field from a recognized Canadian post-secondary institution, such as Fine Art, Art History, Library or Museum Studies is required and an advance diploma will not be accepted.

ALL OTHER TERMS AND CONDITIONS OF THE SOLICITATION REMAIN UNCHANGED.