



ADDENDUM TO REQUEST FOR PROPOSALS (RFP)

The Department of Foreign Affairs, Trade and Development (the department) 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;
2. Extend the closing date; and
3. Change the Mandatory Requirement.

This Addendum is issued four (4) 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. 06:

Question: In the point-rated criteria for the Project Administrator, Intermediate, RT2 awards points based on the months of experience in the last 84 months. 84+ months are required for full points; however, it is impossible to have more than 84 months within an 84-month period. Can the Crown please clarify how Bidders can score full points on RT2 for the Project Administrator, Intermediate?

Answer: RT2 for Project Administrator, Intermediate will be updated to extend the number of months in which working experience was demonstrated.

2. Extend the closing date

On page 1 of 64,

DELETE: May 24, 2023 at 2:00 p.m. (Eastern Standard Time)

INSERT: May 31, 2023 at 2:00 p.m. (Eastern Standard Time)

3. Change Mandatory and Point Rated Requirement

3.1 In Part 4 – Evaluation Procedures and Basis of Selection, Attachment 2 to Part 4, Technical Criteria MTC1, on page 23 of 64,

DELETE:

MTC1	<p>Corporate Capacity:</p> <ol style="list-style-type: none"> 1. Using three (3) related projects, the Bidder must demonstrate its experience providing Project Administration services related to museums or visual art collections. <p>The related projects identified must:</p>
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TSPS - Visual Art Collection Programme (Various Categories)

	<p>a) have a total value of \$100K (CAD) including applicable taxes and including amendments;</p> <p>b) have been completed in the last 60 months of the RFP issuance date or have been ongoing for a minimum of six (6) months of the RFP issuance date; and</p> <p>c) have included the provision of the services of a Project Administrator in accordance with the Statement of Work of this bid solicitation.</p> <p>For related projects, the following information must be included:</p> <ol style="list-style-type: none"> 1. Copy of the first page of the contract must be provided as proof detailing details, start and end date, value etc. 2. Location of Service Delivery. 3. A reference letter signed (digital signature) by the client representative, verifying the provided award value (including amendments), or total billed value information. (Provide contact information: Name, title, telephone number and email address.) <p>For the purpose of this criterion, the term ‘task’ includes the tasks identified in the Statement of Work at Annex “A” of this bid solicitation for the resource category. The Bidder must have been contracted or have gained the experience as the prime contractor or resource for the related project provided in response to this criterion.</p>
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INSERT:

MTC1	<p>Corporate Capacity:</p> <ol style="list-style-type: none"> 1. Using three (3) related projects, the Bidder must demonstrate its experience providing Project Administration services related to museums or visual art collections. <p>The related projects identified must:</p> <ol style="list-style-type: none"> a) have a total value of \$100K (CAD) including applicable taxes and including amendments; b) have been completed in the last 120 months of the RFP issuance date or have been ongoing for a minimum of six (6) months of the RFP issuance date; and c) have included the provision of the services of a Project Administrator in accordance with the Statement of Work of this bid solicitation. <p>For related projects, the following information must be included:</p> <ol style="list-style-type: none"> 1. Copy of the first page of the contract must be provided as proof detailing details, start and end date, value etc. 2. Location of Service Delivery. 3. A reference letter signed (digital signature) by the client representative, verifying the provided award value (including amendments), or total billed value information. (Provide contact information: Name, title, telephone number and email address.) <p>For the purpose of this criterion, the term ‘task’ includes the tasks identified in the Statement of Work at Annex “A” of this bid solicitation for the resource category.</p>
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TSPS - Visual Art Collection Programme (Various Categories)

	The Bidder must have been contracted or have gained the experience as the prime contractor or resource for the related project provided in response to this criterion.
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3.2 In Part 4 – Evaluation Procedures and Basis of Selection, Attachment 2 to Part 4, Technical Criteria Project Administrator (Intermediate) RT2, on page 28 of 64.

DELETE:

RT2	The Bidder should clearly demonstrate that each of the proposed resources has a minimum of 48 months or greater working experience within the last 84 months working in Museums or Galleries in curatorial, collections management or project administration roles for art collections such as a museum, archive, library, public or private collection.	Less than 48 months = 0 points 48+ months to 60 months = 5 points 60 months to 72 months = 10 points 72 months to 84 months = 15 points 84 + months = 20 points Maximum number of points for RT2 twenty (20) points	/20
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INSERT:

RT2	The Bidder should clearly demonstrate that each of the proposed resources has a minimum of 48 months or greater working experience within the last 120 months working in Museums or Galleries in curatorial, collections management or project administration roles for art collections such as a museum, archive, library, public or private collection.	Less than 48 months = 0 points 48+ months to 60 months = 5 points 60 months to 72 months = 10 points 72 months to 84 months = 15 points 84 + months = 20 points Maximum number of points for RT2 twenty (20) points	/20
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ALL OTHER TERMS AND CONDITIONS OF THE SOLICITATION REMAIN UNCHANGED.