

**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

Veterans Affairs Canada
Procurement & Contracting –
Attn: Sine MacAdam
sine.macadam@veterans.gc.ca

**AMENDMENT - REQUEST FOR
PROPOSAL**

**MODIFICATION - DEMANDE DE
PROPOSITION**

Proposal To: Veterans Affairs Canada

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out thereof.

**Proposition aux: Anciens Combattants
Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexées, au(x) prix indiqué(s)

Instructions: See Herein

Instructions : Voir aux présentes

Comments - Commentaires

This requirement contains a security requirement

**Vendor/Firm Name and address
Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office – Bureau de distribution

Veterans Affairs Canada
Procurement & Contracting
Charlottetown, PEI
Canada

Title – Sujet ACCESSIBILITY ASSESSMENT – CANADA'S OVERSEAS MEMORIALS, FRANCE AND BELGIUM	
Solicitation No. – N° de l'invitation 3000760918	Date 2023-08-14
AMENDMENT 001	
GETS Reference No. – N° de reference de SEAG -	
File No. – N° de dossier 1000507727	CCC No. / N° CCC - FMS No. / N° VME
Solicitation Closes – L'invitation prend fin at – à 14 :00 PM on – le 2023-08-29	Time Zone Fuseau horaire Eastern Daylight Time EDT
F.O.B. - F.A.B. <i>Plant-Usine:</i> <input type="checkbox"/> <i>Destination:</i> <input type="checkbox"/> <i>Other-Autre:</i> <input type="checkbox"/>	
Address Inquiries to : - Adresser toutes questions à: Sine MacAdam	Buyer Id – Id de l'acheteur msmacada
Telephone No. – N° de téléphone : (902) 626-5288	FAX No. – N° de FAX N/A
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction : See Herein	

Delivery required - Livraison exigée See Herein	Delivered Offered – Livraison proposée
Vendor/firm Name and address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Facsimile No. – N° de télécopieur Telephone No. – N° de téléphone	
Name and title of person authorized to sign on behalf of Vendor/firm (type or print)- Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

Solicitation Amendment

Title: Accessibility Assessment – Canada’s Overseas Memorials, France And Belgium

Solicitation Amendment 001

1. This solicitation is hereby amended as follows:

DELETE:

ANNEX C

TECHNICAL EVALUATION CRITERIA

INSERT:

ANNEX C

TECHNICAL EVALUATION CRITERIA

Instructions

The Bidder must provide the necessary documentation to support compliance with this requirement.

The Bidder is advised that only listing experience without providing any supporting data to describe where and how such experience was obtained will not constitute “demonstrated” for the purpose of the evaluation.

The Bidder must clearly demonstrate in the proposal how the experience was gained or knowledge was attained, supported by resumes and any necessary supporting documentation.

The Bidder must provide complete details as to where, when and how (through which activities/responsibilities) the stated experience were obtained. In order to demonstrate when experience was obtained, the Bidder must indicate the year in which the experience was gained.

Mandatory Technical Criteria

The bid must meet the mandatory criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

DEFINITIONS

For the purposes of these criterion, National historic sites can be found in almost any setting, from rural and urban to wilderness; they may be sacred spaces, archaeological sites, battlefields, heritage houses, historic districts, places of scientific discovery, and much more. These sites allow us to learn more about Canadian history, including the diverse cultural communities who make up Canada, and the history and culture of Indigenous peoples.

MANDATORY TECHNICAL CRITERIA
REQUIRED RESOURCE’S EXPERIENCE

The Bidder must determine the composition of the proposed team. The proposed team must include a Project Lead and up to a maximum of 5 supporting resource.

Number	Description	MET/NOT MET	COMMENTS
MT1	<p>The organization must have experience completing a minimum of 1 accessibility assessment(s) within the last 5 years.</p> <p>To demonstrate this experience, the bidder must provide a list of accessibility projects completed.</p> <ul style="list-style-type: none"> a) Title of assessment b) Date c) Client d) Description of project experience 		
MT2	<p>The proposed Project Lead must have at least 3 years of experience in accessibility assessment within the last 5 years.</p> <p>The bidder must demonstrate the Project Lead experience by providing the following;</p> <ul style="list-style-type: none"> a) Accessibility assessment qualifications/ certifications; b) Project(s) <ul style="list-style-type: none"> I. Title of assessment II. Date III. Client IV. Description of project experience 		
MT3	<p>The bidder must demonstrate that the proposed team member(s) have accessibility assessment experience.</p> <p>To demonstrate this experience, the bidder must provide a minimum of 1 project(s), including the following;</p> <ul style="list-style-type: none"> a) Title of assessment b) Date c) Client d) Description of project experience 		
MT4	<p>Proposed bidder's or Project Team Lead's experience completing accessibility assessments at outdoor sites, including but not limited to trails, terrain, outdoor buildings, facilities and infrastructure.</p>		
MT5	<p>The proposed Project Team Lead must have experience completing accessibility assessments of Canadian National Historic Sites or National Parks.</p> <p>Bidders must provide a minimum of 1 example of experience</p> <ul style="list-style-type: none"> a) Title of assessment b) Date c) Client d) Description of project experience 		

Point Rated Criteria

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below.

Bidders should ensure that the rated requirements are addressed in sufficient depth yet concisely to enable a thorough assessment. Bids which fail to obtain the required minimum number of points overall in the point rating will be declared non-responsive. Each point rated technical criterion should be addressed separately.

	Point Rated Technical Criteria	Page #	For Evaluation Purposes	
			Score	Comments
PR1	<p>For each year of additional experience the Proposed Project Lead has in leading accessibility assessments that exceeds the mandatory 3 years of experience outlined in MT2. The Bidder will be awarded 1 point per year, up to a maximum of 2 points.</p> <p>Example: Project Lead Experience, 3 Years = M2 Project Lead Experience, 4-5 Years = 1 Point Project Lead Experience 5+ Years = 2 Points</p>			Total Points for PR1: 2
PR2	<p>Proposed bidder's experience completing accessibility assessments in an international setting. The Bidder will be awarded 1 point per project, up to a maximum of 2 points.</p> <p>Definition: The experience must be with project(s) abroad or Canadian projects abroad.</p> <p>Example: International Experience, 1 Project = 1 point International Experience, 2+ Project = 2 point</p>			Total Points for PR2: 2
PR3	<p>Proposed Project Lead has experience completing additional accessibility assessments at Canadian National Historic Sites and/or Canadian National Parks (MT5)</p> <p>Examples National Historic Site or National Park, 1 project = MT5 Additional National Historic Site project(s) = 1 point Additional National Park project(s) = 1 point Additional National Historic Site and National Park project(s) = 2 points</p>			Total Points for PR 2
TOTAL Total possible score = 6			Maximum score = 6 Minimum score = 3	

2. The solicitation is hereby amended to provide the following questions and answers:

Question 1

Due to the closing date of August 29th, 2023, it seems that travel would not be possible till late fall at the earliest, even if research and planning with travel prep starts as soon as notice is received; could you please advise if the sites would all be able to be accessed (including visitors centres open) in November or December if that was necessary (I would hope to travel in October, but I want to have a backup option if needed)?

Answer 1

All memorial sites would be accessible year round. The Canadian National Vimy Memorial and the Beaumont -Hamel Newfoundland Memorial. Grounds are also accessible year round; the visitor centres are also open year round , seven days a week, with the exception of statutory holidays.

Question 2

It is noted that we have to verify local building codes and the referenced EU documents; how much of the focus and how many of the measurements on sites would we need to check on, since we would normally be looking at much high levels of access, such as found in the CSA B651-23?

Answer 2

At the federal level, standards related to the Built Environment reference the CSA Accessible Design for the Built Environment standard (CAN/CSA B651-18), which is a National Standard of Canada (CAN). As a National Standard of Canada, it would be consistent with or incorporate existing international and pertinent foreign standards.

Our aim is to ensure that, during site accessibility assessments, should a difference between any EU and Canadian standard be identified, it is highlighted/indicated in the report so that we may incorporate the higher standard.

Question 3

On pg. 28 of the RFP, under section MT3, could you please clarify if you requesting a full report as a sample (ie. 150 pgs from a previous assessment) or just requesting the details of one? It seems to overlap with MT2 when we list all projects, so I wanted to clarify.

Answer 3

Whereas MT2 requests a summary of the project lead's experience over a 5 year period, MT3 requests a detailed synopsis of the project lead's experience on a specific project. For MT3 VAC requires the description of one project where the experience was gained. VAC is not requesting copies of full reports provided to previous clients

Question 4

May I request clarification:

ANNEX B, BASIS OF PAYMENT, B TRAVEL AND LIVING EXPENSES

The reference to Estimated Cost: \$ 20,000.00.

Is this cost for travel only, consultant fees only or both?

Answer 4

The Travel and Living Expenses estimated cost of \$20,000 refers to travel only as stated at Annex B Section B.

Professional fees are to be indicated in Table A at Annex B.

All other terms and conditions remain unchanged.

Inquiries are to be directed to:

Name: Sine MacAdam

Telephone No.: 902 626 5288

E-Mail Address: sine.macadam@veterans.gc.ca