

Q&A

No. File 2023-ADMHRCIV-0037

Q1: This solicitation is open to all qualified suppliers that hold a valid and active TSPS SA, qualified under the Human Resources Stream and under the category 1.2 Organizational Design & Classification (Intermediate and Senior).

A1: Yes, the following information is confirmed. The contractor must hold TSPS Supply Arrangement under the Human Resources. **Professional Service:** TSPS Supply Arrangement

Number of Resources and Level of Effort: 2 x 1.2 Organizational Design and Classification Consultant - Intermediate 2 x 1.2 Organizational Design and Classification Consultant – Senior

Q2: What is the Basis of Payment.

A2: The Contractor accepts to be paid using the following Electronic Payment Instrument(s):

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International).

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

Q3: Could DND please clarify the correct bid submission date?

A3: November 10th 2023 at 2:00 pm(EST).

Q4: Could the Crown please define what is considered recent for M1, M3?

A4: With the last three years

Q5: M4 states "Classification Accreditation by Treasury Board would be considered an asset, especially working with classification grievance files." Could the Crown please confirm if this is mandatory or is in fact an asset?

A5: It is mandatory requirement (RFP and Evaluation Criteria amended)

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Q6: Can you please confirm if resources are to be bilingual or are bidders permitted to propose English only resources?

A6: This is not Mandatory Criteria, so isn't to be in the evaluation process. The company can just mention if they can provide service in both official languages in Canada.

Q7: How many resources are required upon bid submission?

A7: Four consultants total

Q8: What is the duration of the contract?

A8: One year with the possibility of extension to 2 additional years

Q9: What is the estimated level of effort for the contract?

A9: 3 days of full-time work, per week, per contractor

Q10: What is the work location?

A10: NCR

Q11: We have a consultant who is currently working fulltime and is available every day from 3:15 on. They also work compressed hours so have every 2nd Monday. Therefore, they would not be working consecutively 7.5 hours. Would the client consider this person as a possible resource?

A11: I would not be opposed to it but would be good to have perhaps another consultant as well that has little bit better availability.

Q12: The SOW states "DND is expecting approx. 3 days of full-time work, per week, per contractor from date of contract for the consultants work". Does this work need to be performed during core hours, weekdays only?

A12: Yes weekdays only.

Q13: In regards to the subject solicitation, could you please provide additional information on the level of effort required by each consultant.

A13: Number of Resources and Level of Effort: **2** x 1.2 Organizational Design and Classification Consultant - **Intermediate** and **2** x 1.2 Organizational Design and Classification Consultant - **Senior**.

Q14: Can the crown confirm what the start and end date of the proposed contract would be?

A14: Start date on the contracting date for 1 year with a possibility of extension to 2 additional years.

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Q15: Page 18 of the RFP includes “Annex “X” to Part 5 of the Bid Solicitation – Federal Contractors Program for Employment Equity – Certification.” This section includes text in blue that appear to be preparation instructions on the client end regarding the document (such as text reading “insert if applicable”). Would the client please confirm whether this section is applicable to this RFP?

A15: This is not applied to your company if you have a **Supply Arrangement** with the government. This is a verification of integrity, to know if the company is ok to work for government. Not applicable for you.

Q16: The Statement of work lists the Evaluation procedure as 40% for “money” (rate) and 40% for experience. Firstly, this does not add up to 100%, and it is therefore unclear what other factors may be considered in the evaluation. Secondly, as there are only mandatory requirements in the RFP, which are pass/fail criteria, any bidding firm which passed all mandatory criteria would therefore score the same on “experience”, thereby making the evaluation fall entirely on the financial criteria. In light of the above, would the client please review the evaluation procedures and amend to account for these items?

A16: The total of the 80% will be converted to have a total of 100% for each company.

Q17: Regarding the Evaluation Procedures, we appreciate the update to the percentages and the confirmation that it will be converted to 100%. However, this response does not address our second concern.

The way the RFP is currently written, there are only mandatory requirements. These are pass/fail, so any firm who fails to meet them will be removed from the evaluation process and no longer be considered. All firms who pass the mandatory requirements will score the maximum amount on “Experience”. With this score being the same, the evaluation will then be based *only* on the proposed rate.

Based on this, could the client please confirm that the firm that submits a compliant bid (the most “Experience”) with the lowest rate will be awarded the contract?

A17: No, because the evaluation will be done with Technical bids and Financial Bids, so the better score will get the contract.