

Question 1:

Number of pages: On page 14 of the RFP document, it is said that “The proposal response should not exceed five (5) pages (letter size, double-sided)”.

- Does this mean 10 pages in total, so 5 double-sided?
- If so, with the required items listed right before this, we see that this means using about one page per item. It seems that for items 4.6 and 4.7 of this list, using one page for each will be quite a challenge with all the information that must be provided (we understand of course that resumes are not included here). Please explain.

Response:

- Yes, 10 pages in total.
- CMHC is of the view that an overly long response to this RFP is not warranted given the relatively straightforward nature of the work to be undertaken. CMHC emphasizes that this is largely a writing, transcribing and cutting and pasting exercise with an emphasis placed on fast, well organized work and timely, complete, deliverables. It was with this intention that CMHC limited the number of pages.

Question 2:

Using the RFP’s numbering system

Please clarify why the items listed in Section 4.1 start 4.3 with the covering letter.

Response:

Section 4.1 provides an itemized list of how CMHC requests that a response be organized. A response should begin with 4.3 Covering Letter, followed by 4.4 Table of Contents etc. It is not necessary that the Covering Letter be numbered as 4.3 but it should be the first piece of a response.

Question 3:

Item 4.9 – Financial information. Is it sufficient to simply provide a statement giving permission for CMHC to perform a credit check? No other document?

Response:

Yes.