

Question 4:

Under 3.3.2, it states that the Final Reports “will be submitted electronically and print-ready for publication by CMHC.” Please clarify if this means the contractor will be responsible for desk-top-publishing (using Adobe InDesign).

Response:

"Print-ready for publication" means the electronic final reports to be supplied by the selected contractor will be complete, organized, and formatted in such a way that will allow CMHC to directly publish paper and electronic versions of the documents delivered without further editing, layout, alterations, etc. No special desktop publishing or layout is required. For example, final reports may be delivered in MS WORD.

Question 5:

We request clarification of the following item in Section 3.3.2, page 12 of the RFP. The excerpt is reproduced below.

NOTE: All of the source documents and nine of the construction reports projects are available in English. However, the construction and the demonstration phase reports for one of the projects (Alouette ÉcoTerra) is in French only and some material for the Abondance Montréal: le Soleil project is in French. Thus the writer must have the capacity to work in English and French, and may submit the Final Reports for the projects in the language of the source documents.

Question: The last sentence states: ‘... , and may submit the Final reports for the projects in the language of the source documents.’ Do these two reports have to be in French , or can they can be in English?

Response:

For the two EQUilibrium projects with mixed French and English language reports, the contractor may submit the final reports in the language of their choice. However, CMHC will not translate any of the source documents.