

Request for Proposal file no., 201302388

Questions 1:

Regarding the bulleted list of proponent's responsibilities (p. 11) included in Section 3.3, Statement of Work, can you please clarify whether "Provide print and electronic versions of the training presentation" refers to 1 copy or whether this refers to the provision of an electronic version of the training presentation to each spokesperson who we train, i.e. as part of the "training kit"?

Answer 1:

CMHC would usually require print versions, but we may require on occasion an electronic copy.

Question 2:

With regard to Section 4.11, the Pricing Proposal, what level of detail are you seeking in terms of how the fixed price was calculated? Also, will a Pricing Proposal be declared responsive if we provide differential pricing for 1, 2 and 3 participants for regional spokesperson and 1 and 2 participants for VP's and Senior Executives?

Answer 2:

Differential pricing will be considered compliant to the requirement.

Questions 3:

If you will accept differential pricing for 1, 2 and 3 participants per session, how will this be scored relative to the lowest price submitted?

Answer 3:

CMHC can accept differential pricing and it will be scored on the overall average price.

Questions 4:

With regard to Appendix B, Bilingual Capacity, how will this be evaluated? For example, will you be evaluating the firm's capacity to deliver training in both official languages or will you be evaluating the résumés of each trainer for this criteria? Is there an advantage to proposing only trainers who are bilingual?

Answer 4:

While CMHC would not require bilingual trainers for every session, the proponent must provide evidence that they are able to provide such services. The trainer resumes would be a strong indication of such evidence.

Question 5:

Regarding Clause 4.26 of the proposed contract, due to the nature of the work will CHMC agree to reduce the insurance requirement from a limit of \$2,000,000 to \$1,000,000?

Answer 5:

This requirement may be discussed during the contract negotiation process.

Question 6:

Notwithstanding Clause 4.28 of the proposed contract, will CHMC agree to the negotiation of a cancellation clause for scheduled training? A mutually agreed cancellation clause is standard practice in the training industry.

Answer 6:

This clause may be discussed during the contract negotiation process.