

RFP 201300278

Question 6:

In regards to the evaluation methodology (section 5.4, page 18), it's mentioned that the proposed discounts will be evaluated against a random sample of catalogue products. Would you be able to provide the list of products this evaluation will be based on?

Answer 6:

No, the purpose of choosing a random sample of products is to ensure best value to CMHC.

Question 7:

In the evaluation table (Section 7.2, Appendix B, page 33) under the pricing proposal section "discount schedule(s)" is listed. This creates some confusion as to how the pricing on the products list (Appendix D) will be evaluated. Would you be able to provide a break-down as to how each piece of the pricing proposal section is weighted?

Answer 7:

The random sample of products chosen for evaluation purposes will be those products that are not already provided as discounted items by the proponent.

Question 8:

Section 6.3 Proposed Contract – Is the CMHC proposed contract for this RFP open to negotiation?

Answer 8:

Other than those articles marked as mandatory, the draft contract is open to negotiation.

Question 9:

Financial – Will CMHC review the fixed pricing for the core product list during the 3 year term of the agreement i.e. annually?

Answer 9:

The fixed pricing for the core products list (Appendix D) will be reviewed annually.

Question 10:

Section 3.5 Delivery of Products and Service – In addition to the stated address for the CMHC National Office complex located at 700 Montreal Road in Ottawa, can you provide a list of the addresses for the approximately 32 CMHC office locations across Canada?

Answer 10:

The Agency For Cooperative Housing	190 O'Connor St., 6 th Floor Ottawa, ON K2P 2R3
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Atlantic Business Centre	1894 Barrington St Barrington Tower, 9 th Floor Halifax, Nova Scotia B3K 5W9
Moncton - Point of Service	774 Main Street, Suite 300 Moncton, NB E1C 9Y3
St. John's Point of Service	100 New Gower St., Suite 110 St. John's, NL A1C 6K3
Charlottetown Office	119 Kent Street, 3rd Floor Suite 300 Charlottetown, P.E.I C1A 1N3
Quebec Business Centre	1100 René Lévesque Blvd., West Montréal, Québec H3B 5J7
Montreal Office emerged with Quebec Business Centre. CLOSED accounts	1100 René Lévesque Blvd., West Montréal, Québec H3B 5J7

Quebec Point of Service	2590 Laurier Blvd., Suite 900 Quebec, Québec G1V 4C8
Ottawa Office	Aviation Parkway (at 700 Montreal Road) Suite B0-100 Ottawa, Ontario K1A 0P7
Ontario Business Centre	100 Sheppard Avenue, Suite 500, North York, Ontario M2N 6Z1
CMHC Toronto Office (Downtown)	Exchange Tower 130 Adelaide St. West, Suite 2000 Toronto, Ontario M5H 3P5
Securitization Product & Business Development	Exchange Tower 130 Adelaide St. West, Suite 2000 Toronto, Ontario M5H 3P5
Securitization Operations	Exchange Tower 130 Adelaide St. West, Suite 2000 Toronto, Ontario M5H 3P5
Hamilton Office	25 Main St., West, Suite 1000 Hamilton, Ontario L8P 1H1
London Office	383 Richmond St, Suite 1010 London, Ontario N6A 3C4
Sudbury Office	2037 Long Lake Road, Unit A-15 Sudbury, Ontario P3E 6J9

Thunder Bay Office	1159 Alloy Drive, Unit 203, Thunder Bay, Ontario P7B 6M8
Prairie & Territories Business Centre	1000-7th Avenue, S.W. Suite 200 Calgary, Alberta T2P 5L5
Iqaluit Point of Service	Building 626 (Tumit Building) Suite 200, P.O. Box 1120 Iqaluit, Nunavut X0A 0H0
Saskatoon Office	S.J. Cohen Building 119 4th Avenue, S., Suite 200 Saskatoon, Saskatchewan S7K 5X2
Regina Office	Saskatchewan Place 1870 Albert Street, Suite 120 Regina, Saskatchewan S4P 4B7
Edmonton Office	Standard Life Centre Building 10405 Jasper Avenue, Suite 210 Edmonton, Alberta T5J 3N4
Winnipeg Office	175 Hargrave St., Suite 600 Winnipeg, Manitoba R3C 3R8
British Columbia Business Centre	1111 West Georgia, Suite 200 Vancouver, B.C. V6E 4S4
Granville Island Office	Granville Island Building 1661 Duranleau St, 2nd floor Vancouver, B.C. V6H 3S3
Victoria Office	1675 Douglas Street Suite 150 Victoria, B.C. V8W 2G5

Prince George Office	Westel Centre, Suite 270 177 Victoria Street Prince George, B.C. V2L 5R8
Whitehorse Office	3106 Third Ave., Suite 402 Whitehorse, Yukon Y1A 5G1
Yellowknife Office	5201-50th Ave. Suite 806 Yellowknife, NT X1A 3S9
The Agency for Cooperative Housing TORONTO Satellite office	Toronto Satellite Office for The Agency for Cooperative Housing Attn: Meghan George 160 John Street, Suite 402 Toronto, ON M5V 2E5
The Agency Coop Housing (Calgary)	2451 Dieppe SW Ave., Suite 4 Calgary, AB T3E 7K1
The Agency Coop Housing (Vancouver)	5550 Fraser St., Suite 202 Vancouver, BC V5W 2Z4

Question 11:

Branded Office Supplies

You stated that your annual spend is \$205,000 for office supplies. Does this include branded items? What percentage of the spend is for branded items?

Answer 11:

Yes. Approximately \$35,000.00 annually is allotted for branded items.

Question 12:

Do you require products to be ordered in quantities of each or are there standard order quantities that can be established for each product – i.e. pens can be ordered in bags/boxes of 10?

Answer 12:

Standard order quantities apply to each product with certain minimums in place based by product.

Question 13:

Do you have peak ordering periods within the year that we should anticipate receiving higher than normal product orders/volumes? If yes, can you please let us know when those periods are?

Answer 13:

We tend to get a bit of an increase in early fall or early winter in anticipation of conferences i.e.; (HOCs, HOS).

Question 14:

If we maintain modest quantities within our warehouses, are you willing to accept financial liability for this inventory?

Answer 14:

No.

Question 15:

Of the 33 locations we are to serve, are there specific locations that ordered the majority of the branded products? If yes, which locations?

Answer 15:

Primarily Toronto, Ottawa, Montreal with some in Calgary and Halifax.

Question 16:

Are there ever times when a department will have a need for the winning bidder to custom source products for specific events?

Answer 16:

No.

Question 17:

Is your current supplier fulfilling your office supplies orders and your branded items in one shipment to your locations?

Answer 17:

No, orders are place through National Office or the Regions and shipped directly to the location placing the order.

Question 18:

Do you currently pay shipping costs for branded item orders?

Answer 18:

Yes, the client placing the order is responsible for shipping costs.