

REQUEST FOR PROPOSAL AMENDMENT

RETURN BIDS TO:

Title: : Layout + Conversion to Web-accessible PDF

**Environment Canada
Procurement & Contracting
867 Lakeshore Road
P.O. Box 5050
Burlington, Ontario
L7R 4A6**

Date: 18 November 2013

**Request For Proposal No: KM455-13-1300
Amendment Number: 003**

Solicitation Closes

**At: 14:00:00 HRS. DST
On: 25 November 2013**

Address Enquiries To: Heidi Noble

**Telephone No: (905) 319-6982
Facsimile No: (905) 336-8907
E-Mail: Heidi.Noble@ec.gc.ca**

CONTRACTOR NAME & ADDRESS

(Print or type complete legal entity)

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.....
.....
.....
.....

Telephone No:

Facsimile No:

I (We), the undersigned, hereby offer to sell to Her Majesty the Queen in right of Canada, as represented by the Minister of Environment, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the services and/or supplies listed herein and on any attached sheets at the price(s) set out therefor.

.....
Name and title of person authorized to sign on behalf of vendor (type or print).

.....
Signature

.....
Date

Amendment No. 003 is being raised to provide questions and answers in regards to the requirement

Question 1:

Page 9: Graphic Design:

There will be minimal graphic design required for an estimate of 20 hours since most graphics will already be supplied finished and ready. Please include an hourly rate for a total of 20 hours for graphic design in the Financial Proposal (Section 2). Can this be more specific as to how many more graphics have to be drawn up?

20 hours is an estimate to be allowed for in the submission price. Should it be over the 20 hours, do we need authorization to complete this stage of the project?

Answer:

At this time our client is estimating 20 hours for the graphic design. Please submit your bid in accordance with the Financial Proposal (Section 2) of the Request for Proposal with an estimate of 20 hours. Since it is only an estimate there is a possibility for the hours to be less than 20 or more than 20, the actual amount of hours will be determined after the contract has been awarded. Upon award of the contract any discrepancies that may arise while completing the services required (such as estimated hours) can be addressed by our client, as per the Statement of Work the Contractor must be available for consultation with our client Monday through Friday between 8:00 AM – 4:00 PM (EST).

Question 2:

Also, page 23 and 25, do they have to be signed by all contractors sending in a bid on this Proposal?

Answer:

Yes, please sign page 23. Please fill out pages 24 and 25 and sign page 25 (English version).

Question 3:

Would you be able to provide an idea of the type of content on the pages? i.e., will it be data table heavy, images or charts? If there will be charts/tables or graphs can you please provide a ball park number of how many will be required in the document?

Answer:

Approximately 15 of the images are charts. The remaining are graphics of meteorology physics and images of clouds or weather elements in a marine environment.

Question 4:

Could you please confirm that you only require an accessible PDF and that you do not require the PDF converted to HTML as well?

At this time we require only Accessible PDF documents.█

Question 5:

Looking further into animated graphics in Word it simply doesn't support them. Could you clarify what you are looking for when you mention animated graphics in Word? If web pages were being created at a later date then the animated graphics could be added in, but if we could get some clarification on that deliverable that would be great.

Answer:

All of the images that will be in the animations will also be displayed in proper sequence in the document. The animation will be linked within the document (the file will reside elsewhere on Environment Canada's web site) thus the reader can view the animated sequence. This extra work will be carried out in-house.