

## **Q&A #2 FOR SOLICITATION** **RFP # FIN-907202-2013-12-18**

**Q2: Mandatory Criterion MF1 notes that GST/HST and travel expenses are separate from the financial proposal. Do bidders need to submit an estimate of travel expenses with their proposal or will this be evaluated after the contract is awarded?**

**A2:** Travel expenses will be estimated after bids are evaluated. The project authority and winning bidder will discuss estimated travel expenses prior to contract award, and these travel expense estimates will be included in the resulting contract. It is not necessary for bidders to include travel estimates in their financial proposal.

**Q3: The solicitation states that bidders are to submit their financial bid in accordance with the format found in Annex B – Basis of Payment. Should the financial bid be structured as two quotes and a total with separate quotes for the Final Written Report and the On going advice?**

**A3:** To allow for consistency in evaluating bidder's financial proposals, Canada requests that all bidders submit their financial proposal in accordance with the table found in Annex B – Basis of Payment. Therefore, the total cost of the Final Written Report and Ongoing advice are to be found on the same quote. Please note that all prices quoted in the financial proposal exclude taxes and estimated travel expenses.

**Q4: With regards to rated criteria RT1: The solicitation requests that all projects referenced by Bidders must include the name, phone number and email address of client references. Some projects are sensitive in nature and names and references cannot be disclosed. Is it acceptable to Canada for projects of this nature to simply include a description in lieu of contact details? For example, several Central Banks and Sovereign Wealth Funds clients do not allow the disclosure of reference information.**

**A4:** Canada requires that projects referenced by bidders contain reference and contact information along with project descriptions as set out in rated criteria RT1. Where the bidder is expressly prohibited through legal undertakings or nondisclosure agreements with a client from providing information that would reveal the identity of the client, bidders may exclude such information, provided that, in addition to abiding by the Certifications found in part 5 of the solicitation confirming the accuracy of the education and experience cited in the proposal, the bidder includes a signed statement, for each such project, outlining the reason why the client's identity could not be provided. Please note that the start and end date of the project, the name for the project and description of the work involved, and how it meets the requirements of the Statement of Work must be provided for all projects cited in the proposal.