



Western Economic Diversification Canada

SOLICITATION AMENDMENT (Question and Answers)

Evaluation of Community Futures Requirement

Solicitation Number: 4W002-14-5006

SOLICITATION CLOSES

14:00 (MDT)
December 10, 2013

RETURN BIDS TO:

Western Economic Diversification
Canada

Via email to:

WD.BidBox@wd-deo.gc.ca

Purpose of this solicitation amendment is to provide clarification regarding the Request for Proposal (RFP).

The referenced document is hereby revised, unless otherwise indicated, all other terms and conditions of the solicitation remains the same.

If your proposal has already been submitted, you may wish to revise it. Revisions to your proposal must be submitted by email to WD.BidBox@wd-deo.gc.ca, clearly identified as a revision. Any revisions must be received before the Solicitation close, Tuesday, December 10, 2013 at 14:00 (MDT). Any revisions received after this date and time will not be accepted.

Questions and Answers:

Question #1: I was wondering if the proponent is required to conduct a Document/Literature Review, Analysis of project/administrative data, Case Studies, Key Informant Interviews, CF and Client Survey and Statistics Canada Data Analysis as outlined in the Methodology Section at the bottom of page 39? On the following page under Budget, Deliverables & Schedule, it appears that some of these activities will be carried out internally by WD. Could you please confirm whether or not the Document/Literature Review, Case Studies and Statistics Canada Data Analysis will form part of the work plan for the contractor?

Answer #1: As stated in tasks outlined in the Statement of Work, the contractor is expected to schedule and conduct the key-informant interviews and the surveys, as well as provide technical reports for both lines of evidence. All other lines of evidence will be conducted by the internal WD Evaluation Team.

Question#2-1: Page 40 of the RFP indicates that WD internal resources will conduct the data analysis, document/literature review, analysis of project/administrative data, Statistics Canada data analysis and case studies. Will this analysis and review be completed in advance of the contractor beginning the interview and survey tasks so that it could be potentially used to refine the key information interview guidelines and the survey instrument questions?

Answer #2-1: Data collection and analysis for the document/literature review, analysis of project/administrative data, Statistics Canada data analysis and case studies are currently in progress within WD. It is expected that this exercise will continue throughout the conduct of the evaluation. The Project Authority will make findings from these lines available to the contractor to inform on the guides for the interviews and the surveys.

Question#2 -2: On the same page, reference is made to a budget being established for travel and accommodations expenses for "the conduct of the case studies". Does this mean that conducting the case studies is part of the contractor responsibilities for this project?

Answer #2 -2: As stated in the tasks outlined in the Statement of Work, the contractor is responsible for the conduct of the key-informant interviews and the surveys. WD Evaluation Team is responsible for the case studies.

Question #2 -3: Again on the same page, reference is made to preparing a draft report of the evaluation. We assume this refers to an evaluation report similar to the one completed in 2008 by Government Consulting Services that integrates both the data analysis with the interview/survey analysis. Is the contractor expected to prepare this integrated draft report or will that be prepared by WD internal resources?

Answer #2 -3: As stated in the tasks outlined in the Statement of Work, the contractor is responsible for the conduct of the key-informant interviews and the surveys, as well as providing technical reports related to these lines of evidence. WD Evaluation Team is responsible for the draft report for the evaluation.

Question #3: On page 25 of the RFP, a deadline of February 21, 2014 is suggested for completing the first draft of the technical reports for both the key informant interviews and the surveys. Given that the final evaluation plan will not likely be approved until January, it will be very difficult to conduct the interviews and surveys and then document the findings by that date.

How much flexibility is there to extend those deadlines and by how much could they reasonably be expended while still allowing you time to meet internal deadlines for the information?

Answer #3: The Project Authority will work with the consultant in revising timelines for the completion of the tasks in the statement of work.

Question #4: To what extent is WD interested in exploring opportunities to reposition the program to meet new or emerging client/community needs as opposed to evaluating the merits of the current program? In other words, is the focus of the evaluation to determine how to improve the existing program or is it to take a broader view to also explore new approaches to meeting the high level objectives of the community futures program in new ways?

Answer #4: As stated in the Terms of Reference for the evaluation, the objectives are to examine the relevance and performance of the Community Futures Program over the past 5 years. The evaluation framework was developed with these objectives in mind. Issues to be addressed in the evaluation are stated in the evaluation framework.

Question #5: What is the latest final contract end date that will be accepted by the Contracting Authority? Annex F mentions June 2014 as a final delivery date, but Annex A mentions a final survey report by February 28, 2014.

Answer #5: The Project Authority will work with the consultant in revising the timelines to complete the tasks.

Question #6: What is a realistic date for signature of contract? Is it acceptable to have floating delivery dates depending on when the contract is signed? (i.e. Proponent assumes a contract signature date of December 10, 2014, but the contract is actually signed on December 15, 2014. Therefore, all delivery dates are moved up by 5 calendar days).

Answer #6: The Project Authority will work with the consultant in revising the timelines to complete the tasks.

Question #7: Would a diversified evaluation plan be acceptable as long as there is a systematic approach to applying a mixture of methodologies, and portfolio-wide analysis was possible across a common subset of indicators?

Answer #7: The Terms of Reference for the Evaluation lists the methodology to conduct the evaluation. As stated in the Statement of Work, the consultant may provide suggestions that enhance the methodology to increase stakeholder participation and response rate for the interviews.

Question #8: Does WD have access to a database that contains contact information on the CFOs?

Answer #8: The Project Authority will share information and data from WD databases and from internal work already done by the WD Evaluation Team with the consultant to facilitate the completion of the tasks in the RFP.

Question #9-1: We understand that there was a survey conducted of this program in 2008 (assuming they did one). Is this correct? If so, was it all by phone, online or both? In addition, what was the process to get their contact information. All the RFP states on this is that we'll have to work with the local CF's to get this information. Any information that you can share with us will help us understand the feasibility in relation to the conduct of the survey and getting access to a client database.

Answer #9-1: A copy of the 2008 evaluation is posted on WD website at <http://www.wd.gc.ca/eng/11177.asp>. Please refer to the report for the methodologies used in the conduct of that evaluation. As stated in the RFP, the consultant is expected to contact each CF from their client lists to schedule and conduct the surveys. The Project Authority will facilitate this contact and the provision of the client lists to the consultant.

Question #9-2: Finally, on a related matter, how many clients would a typical CF have? Again, this will help us understand the level of effort needed to compile the client database.

Answer #9-2: The number of clients varies from CF to CF. The consultant is expected to contact the CFs for their client lists and conduct the survey of a representative sample of CF clients.

Note an update to Amendment #1, Question #9 response below. Please see Amendment #1 for the full question.

Answer #9: As stated in tasks outlined in the Statement of Work, the contractor is expected to schedule and conduct the key-informant interviews and **surveys**, as well as provide technical reports for both lines of evidence. All other lines of evidence will be conducted by the internal WD Evaluation Team.