

SEN-001 14/15 – GRAPHIC DESIGN

ADDENDUM NUMBER 2

QUESTIONS AND ANSWERS

QUESTION 1

M4 states that you want samples as hardcopy and PDFs. Since the government is printing very low runs or posting documents to their websites as accessible PDFs we do not get samples like we did in the past. Will a laser printout of design and layout projects be acceptable for this mandatory requirement?

ANSWER 1

A colour laser printout would be acceptable.

QUESTION 2

Please explain the last item in the "Index" pages 10-11 which calls for an "Executive Summary". Nowhere in the Mandatory or the Rated Requirements is there a request for an Executive Summary after the financials.

ANSWER 2

Please remove "Executive Summary" from the "Index"

QUESTION3

In mandatory Requirement #2, you state:

A brief description (maximum 500 words) of the Offeror's ability to undertake the project as described in the Statement of Work.

Since this whole proposal and the requested items is aimed at showcasing our abilities, please specify what your team will be looking for in this specific component of M2>

ANSWER 3

Our explanation (M2d) of what is required is clear enough.

QUESTION 4

For M1, what do you want to see that will meet this mandatory requirement? We can provide a list of five projects, one for each of the past five years (If this is the case, please specify what you need for each project) or a copy of the front cover of past gov't supply arrangement(s) or some legal document.

ANSWER 4

A list of projects, including the year(s) in which each project was completed, that the bidder proposes will suffice.

QUESTION 5

There are also differences in timing between the two languages for Case Example 2: In French you give two (2) weeks from signing of the contract, whereas in English you provide four (4) weeks from signing of the contract. Please specify: 2 or 4 weeks?

ANSWER 5

4 weeks. Any discrepancies between the English & French document, the English version of the RFSO will take precedence over the French RFSO.

QUESTION 6

In which manner should Creekside Communication demonstrate it has an FTP site? Please specify how secure the information must be. A10 only states the information is highly confidential without giving specifics. (Mandatory criteria #6, page 13 of the RFP)

ANSWER 6

The Offerer could provide details of their FTP site. As for security, our concern was that our documents would be placed on a FTP site to which only the Senate client would have access. The Offerer would need to show that they have the capacity to do this.

QUESTION 7

In which manner should Creekside Communication demonstrate its ability to provide final products with different compatibilities (PC Base , Mac Base, Microsoft suite , Adobe Creative Suite , Other industry-accepted software/applications) Could we provide references stating work has been delivered in the following formats? Should we include licenses for programs such as Adobe? (Mandatory criteria #7 page 13 of the RFP)

ANSWER 7

References confirming that work has been delivered in the required formats would be sufficient. Do not need to provide licenses.

QUESTION 8

In which manner should Creekside Communication demonstrate its understanding of both official languages? Could this be done by providing prior projects in English and in French, through curriculum vitae, or client references? (Mandatory criteria #8 page 13 of the RFP)

ANSWER 8

The Offerer should determine how they want to demonstrate their understanding of both official languages, for the purpose of design, structure and comparative editing.