

RFSA file no. 201402377

Responses to the questions received are as follows:

Question 1:

Appendix A, List of Learning and Development Topic – Please note that no. 7 – Self Assessments (as listed on page 11) – is missing from the table. Also, is it acceptable to just indicate “Yes” in the areas we can provide or do you want us to indicate “No” in all other areas?

Answer 1:

Appendix A does list the self-assessments, as per p. 11, the version posted in buyandsell should included and has been confirmed to include the self-assessments as per p. 11. Also it is acceptable to only indicate "yes" in the areas where the offeror can provide services.

Question 2:

On page 4, 2.2 Certificate of Submission is referred to as Appendix A however the actual Appendix is listed as Appendix B.

Answer 2:

Thank you; this is an error and by way of response will constitute the change from Appendix A to Appendix B.

Question 3:

On page 12 it states the CMHC “may” select suppliers based on the following qualifications. We presume that the qualifications listed are desirables only.

Answer 3:

The qualifications of suppliers selected will depend on the business requirement.

Question 4:

Page 14, section 4.6 – Financial Information – mandatory. This section refers to a credit check for sole proprietorships and partnerships. There is no mention of incorporated companies. If a company is incorporated, do they disregard this section? Please clarify as the section is marked “mandatory”.

Answer 4:

This mandatory requirement will be met by signing the Certificate of Submission and including it with your offer.

Question 5:

Page 14, section 4.7 – Pricing Scenarios – information purposes only. You request information for budget purposes such as facilitator’s fees, materials etc. There is no mention of travel expenses. How should these be dealt with? As CMHC has offices across Canada, training may take place in any of the locations therefore expenses will vary according to location.

Answer 5:

Pricing scenarios for travel expenses are not requested at this point.

Question 6:

On page 14 of the RFSA, in the table used for budgeting purposes, it mentions that the maximum number of participants is 15. Please confirm that this will be the maximum per workshop.

Answer 6:

The maximum number of participants per workshop is set at 15 for the purpose of providing CMHC with a sense of price ranges for training services.

Question 7:

Page 14 - 4.6.1 Credit Check - Do corporations need to provide written permission for CMHC to perform a credit check or is it only sole proprietors and partnerships?

Answer 7:

Please see answer to question 4.

Question 8:

Does the firm itself have to have at least five years of demonstrated experience providing said services or can we utilize the experience of our key resources who meet this requirement who are now working under our umbrella?

Answer 8:

As per page 13, section 4.4 a, offerors are required to provide a "summary of the firm, including: 1) area of expertise and/or specialization; 2) the firm’s philosophy and approach to training, learning and development; and 3) demonstrated experience, of at least five years, in the analysis of training requirements, design and/or facilitation of learning and development services related to the themes listed in section 3.2."

Question 9:

Do the references all have to be from clients that we've worked with since March or are we able to offer a mix of our firm's references as well as those from our key resources that we'd be proposing for this RFSA for similar contracts that they may have completed in the past 36 months?

Answer 9:

As per page 14, section 4.4 c) offerors are required to provide "a list of three (3) contracts of a similar size and scope which the offeror currently holds or has held over the past 36 months. For each contract, the following information is required: company name and address; contact person name and phone number. CMHC may approach any such contact person for information relating to the quality of services provided by the offeror."

Question 10:

Could you please advise if there is a requirement for any security clearance for this RFSA.

Answer 10:

All requirements are listed within the RFSA document.

Question 11:

Could you please clearly define what is required in Schedule A & B on page 30 & 31

Answer 11:

Schedule A and B on pages 30 and 31 form part of the supply arrangement and resulting contract clauses, terms and conditions for any contracts awarded under the SA.

Question 12:

When responding to this RFSA must an offeror include more than Sections 4, 6 & 7.

Answer 12:

Instructions, terms and conditions for submitting an offer in response to this RFSA are included in section 2.

Question 13:

Must we demonstrate 3 current RFSOs for which we supply Learning Development consultants, to for a max. of 7,000,000.00 value; or can we reference 3 learning development contracts that we have been awarded under an existing RFSA within the past 3 years?

Answer 13:

As per section 4.4 c of the RFSA, references from three contracts are required.