



## **Amendment No. 04**

This amendment has been raised in order to answer a question from a potential bidder:

**Question:** In reviewing the RFP carefully, we felt very confident in our ability to scope out and deliver the services as described in the document. However, the RFP includes a few requirements that we feel we are not in a position to accurately budget for. For instance, because the number of potential applications to be evaluated is unknown, it creates a significant degree of uncertainty around scoping the project. This uncertainty has compounding impacts on number of panelists required and their corresponding level of commitment (travel, number of days of accommodation, number of days to be covered by honorariums, etc.), which in turn make it very difficult to provide an accurate fixed price bid. Similarly, we recognize that the RFP emphasizes the need for a public call for panelists. Transparency requirements dictate that this must be an open process whereby any member of the public can submit an application to join the Expert Panel. Sorting and evaluating an unknown number of panel applications and ensuring that the leading industry experts are included in the pool is also a potential risk, which again make it difficult for us to accurately provide a fixed level of effort.

**Response:** As indicated in the Statement of Work, there is an estimated 8-10 applications per session. In a 5 day sessions, which the contract is for, SMEs and FSGs would review and estimated 40-50 applications. If 80 applications are received by the Program, 10 sessions will be required (2 weeks) and NRCan would then extend the contract from 1 to 2 weeks, increasing the budget by the amount proposed by the service provider.

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The process does not have to be open to all members of the public as long as transparency and fairness is utilized. The Service Provider can propose several scenarios to ensure that they stay within their budget proposed.