



## **Amendment No. 01**

This amendment has been raised in order to answer questions from potential bidders:

### **Question1: How many of Expression of Interest was received and/or the number of proposals will need to be evaluated?**

Response 1: The IFIT team estimates that the following number of proposals will be received by the Program for the submission deadline of October 30, 2014 EDT:

- Biochemicals: 12-16
- Solid Wood: 24-32
- Biomaterials: 14-20
- Bioenergy: 24-32

Of the submissions received in our Expression of Interest stage, approximately 35% are for the IFIT Small Enterprise stream (a company that has less than 100 employees and less than \$50 million in sales per year, and is requesting up to \$2 million funding from the IFIT Program for a project).

Based on the Expression of Interests received for this 3rd Call for Proposals, and the assumption that 8-10 applications will be reviewed per day, we estimate that 2 weeks of Review Panel Sessions will be required. If that becomes the case, NRCan would then extend the contract from 1 to 2 weeks, thereby proportionally increasing the allocated budget by the amount proposed by the Service Provider. The exact number of days that will be confirmed by the Program with the Service Provider once the contract is awarded

### **Question 2: Can IFIT elaborate on the qualifications they are seeking for the SME & Forest Sector generalist?**

Response 2: The Program is seeking SMEs and FSGs that may possess, but are not limited to, the following expertise:

#### **SME in the field of forest based bio-chemicals or forest biorefinery:**

- Recent experience undertaking forest-based bio-chemicals (i.e. bio-methanol and extraction of cellulose, hemicellulose, lignin or extractives from wood) or forest biorefinery research and/or projects;
- Knowledge of, and network within, the North American forest sector and related biochemical industries; and
- Knowledge of process design, business and technology plans, for the production of primary biochemicals, through to specialized biochemicals and biomaterials.

#### **SME in the field of solid wood products:**

- Recent experience undertaking research or projects that produce or improve wood based products, engineered wood products (i.e. glulam and cross-laminated timber), or advanced building systems;
- Knowledge of, and network within, the North American forest sector and related wood based products, engineered wood products or advanced building system; and
- Knowledge of process design, business and technology plans, for the production or improvement to wood based products, engineered wood products or advanced building systems using wood.

#### **SME in the field of forest based bio-materials:**

- Recent experience undertaking forest-based bio-materials research and/or projects;
- Knowledge of, and network within, the North American forest sector and related bio-materials industries; and
- Knowledge of new solid wood-fibre based materials and associated products, such as bio-composites, fibre-mats, bioplastics and cellulose derived materials.



**SME in the field forest-based bioenergy:**

- Recent experience undertaking forest-based bioenergy research and/or projects; i.e. biogas from anaerobic digestion, combined heat and power, pellets or gasification/pyrolysis/torrefaction.
- Knowledge of, and network within, the North American forest sector and related bioenergy industries; and
- Knowledge of process design, business and/or technology plans, for the production or preparation of a new/improved form of energy or fuel product (solid, liquid or gaseous) derived from forest biomass.

**Forestry Sector Generalist:**

- Proficiency in general technical forest industry operations across the forest sector, including feedstock expertise, operations and manufacturing process technologies knowledge;
- Recent experience undertaking supply chain analyses, business case analyses or feasibility studies of individual facility initiatives, technological improvements or new products; and
- Knowledge of business and/or technology plans pertaining to forest sector innovation projects, risk assessment and risk mitigation measures for the production of wood fiber derived products.

**Question 3: Since this RFP was reposted, it shortens the timeline the successful company has to fulfil the work. What flexibility has NRCan in terms of hosting the review panel sessions if we are not able to recruit all the panel members in the limited timeframe?**

Response 3: NRCan is willing to consider alternatives and contingency plans proposed by the service provider should unexpected delays occur. For instance, the Program would be willing to consider holding the Review Panel Sessions for applicants of the Small Enterprise stream for one week in December 2014, and reviewing the applications for the General Enterprise stream in the first week of January 2015. The department increased the maximum budget for this RFP to cover contingencies of this nature.

**Question 4: Transparency requirements in this SOW dictate that this must be an open process whereby any member of the public can submit an application to join the expert panel. Schedule in the SOW does not appear to have such allowances. Can you provide additional information on this matter? We have strong concerns as this will be a significant upfront investment of time.**

Response 4: The recruitment process does not have to be lengthy to ensure transparency and fairness is utilized. The Service Provider can propose several scenarios including combinations of posting to the public for a realistic period of time and utilizing their networks to recruit a diverse panel of experts within their proposed schedule.

**Question 5: Based on the number of Eols received by the IFIT program, are you able to indicate or estimate the number of French reviewers that will be required for each subject matter. What happens if we are not able to locate the SME in a particular field who is bilingual? Could alternatives be considered such as translation?**

Response 5: Based on the Expression of Interests received, we estimate 18-22 applications will be in French. The Program expects that the Service Provider proposes a reasonable and time-sensitive recruitment strategy with the effort to recruit bilingual candidates. If reasonable effort has been made and the bilingual panelist is not available, the Program is willing to accept alternative solutions. It is preferable that the facilitator be bilingual, or has a working comprehension of French.

**Question 6: Is it anticipated that the subject matter experts (SME) be compensated for their time?**

Response 6: Yes. The compensation/honorarium is expected to be a fair rate for their services, and negotiated between the SME/FSGs and the service provider.



**Question 7: Will the final report be published?**

Response 7: No, NRCan has no plans to publish the final report.

**Question 8: Does the final report need to be translated?**

Response 8: No.