



Date: 20 October 2014

Questions and Answers # 2 to RFP 14150024

Question 1:

Is it acceptable to use an electronic signature in the cover letter? This would avoid Bidders having to scan their entire Technical Proposal (which would diminish the look of the document). Alternatively, Bidders could provide a separate file for their cover letter with an original, yet still scanned, signature. Please specify.

Answer 1:

If you mean adding an image of the signature to the cover letter, the answer is no. However, you could send your unsigned cover letter along with the rest of the proposal by e-mail, and the signed cover letter separately by fax to the following number: +613-563-9463.

If your agency has an authenticated and trusted digital signature with a certificate, you could add your signature with certificate to your Word or PDF document. This will allow IDRC to verify, using Adobe Reader® or Microsoft Word tools, that your file is authentic and that you are in fact the sender.

Question 2:

Are Bidders required to provide documented proof of degrees? If so, can they submit those as a separate file? Please specify.

Answer 2:

Not at this time, as details of degree(s) should be included in the resumes of the proposed team. However, documented proof of degree(s) may be requested of the Lead Proponent once identified.

Question 3:

IDRC states that there will be at least two audience rating levels (regular and sensitive). Could IDRC please provide an approximate breakdown in percentage of documentation that will be flagged regular vs. sensitive?

Answer 3:

We expect the majority (i.e. more than 50%) of the material to be sensitive but do not have exact metrics on it. Do indicate in your proposal if and how the proportion influences pricing.