

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Bid Receiving - PWGSC / Réception des soumissions  
- TPSGC  
11 Laurier St. / 11, rue Laurier  
Place du Portage, Phase III  
Core 0B2 / Noyau 0B2  
Gatineau  
Québec  
K1A 0S5  
Bid Fax: (819) 997-9776

**SOLICITATION AMENDMENT**  
**MODIFICATION DE L'INVITATION**

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

Comments - Commentaires

Vendor/Firm Name and Address  
Raison sociale et adresse du  
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution  
Communication Procurement Directorate/Direction de  
l'approvisionnement en communication  
360 Albert St./ 360, rue Albert  
12th Floor / 12ième étage  
Ottawa  
Ontario  
K1A 0S5

<b>Title - Sujet</b> Public Opinion Research	
<b>Solicitation No. - N° de l'invitation</b> EP363-140002/B	<b>Amendment No. - N° modif.</b> 006
<b>Client Reference No. - N° de référence du client</b> EP363-14-0002	<b>Date</b> 2015-02-11
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$CY-016-66465	
<b>File No. - N° de dossier</b> cy016.EP363-140002	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2015-02-27</b>	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Schou, Christian	<b>Buyer Id - Id de l'acheteur</b> cy016
<b>Telephone No. - N° de téléphone</b> (613) 995-2278 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	

Instructions: See Herein

Instructions: Voir aux présentes

<b>Delivery Required - Livraison exigée</b>	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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## SOLICITATION AMENDMENT 006

The purpose of this amendment is to answer questions pertaining to this Request for Standing Offers (RFSO).

### QUESTION AND ANSWERS

**Question 38:**

In regards to Amendment 004 question 12, can you clarify if the requirement is to purchase pre-screened, cell phone sample of CELL ONLY households (e.g. respondents have pre-identified as not having a landline) OR is calling RDD cell records (e.g. sample pulled from phone exchanges dedicated to cell phone) and screening for cell-only households the requirement? There is a substantial cost difference for the sample purchase and a methodological impact depending which scenario is implemented and we want to ensure that we are correctly interpreting what is needed.

**Answer 38:**

The requirement is for pre-screened, cell phone sample of CELL ONLY households (e.g. respondents have pre-identified as not having a landline)

**Question 39:**

In Technical Evaluation — Series C, the Offeror is required to provide “the number...of participants” for each qualitative project being submitted as evidence of a Senior Researcher’s experience. Would it be sufficient to approximate the final number of actual participants (i.e., the Senior Research conducted a total of 8 groups with 12 participants recruited for each group and attendance ranging from 9-12 for each group)?

**Answer 39:**

The actual number of participants in each group must be provided, or respectively, the number of interviews conducted.

**Question 40:**

Section 3.1, MC.1 Corporate Profile, 3rd bullet states: “Canadian field-staff capabilities (e.g. in-house or subcontracted services).” If recruiting (including facility booking) is subcontracted, is there a requirement to list the names of the firms that would provide this service? If yes, what other information, if any, would need to be provided for each of these firms?

**Answer 40:**

Recruiting (including facility booking) can be costed as a direct expense, see Annex “B1”- General Information for details. The list of names would not have to be provided for the corporate profile for these activities.

**Question 41:**

There have been several questions on the incidence tables cost (B2.1.3) that is requested however, we are still unsure on how to price this – the current grid does not conform to how our industry prices for incidence. For instance, the cost difference between a 5 minute, 10% incidence CPI and a 5 minute 90% incidence CPI is not the same as the difference between a 20 minute, 10% incidence CPI and a 20 minute 90% incidence CPI – even if screening time is exactly the same for the two lengths. Other factors outside of just screening time comes into play as response rates, etc also have cost impacts. Can a revised grid be provided that allows for length and incidence to be considered.

**Answer 41:** No.

**Question 42:**

In preparing our response for RC.3 Sample Project, how do we account for the costs associated with facility rental(s) and incentives, since these costs cannot be easily converted into hourly rates, or assigned to personnel involved. Should the stated project value of \$75,000 be inclusive of facility and incentive costs, and if so, how should these costs be identified and still remain in compliance with Annex B4 format?

**Answer 42:**

The project value should be inclusive of facility and incentive costs along with other costs such as travel and applicable taxes. In the case of facilities, a total cost should be provided. In the case of incentives, the amount of the incentive and number of participants should be identified. However, the amounts for facilities and incentives should be identified as direct costs, in accordance with Annex "B1" General Information. Similarly an amount for travel and taxes should also be provided.

The response for RC.3 should be in compliance with Annex "B4" – Series C Qualitative Research and also take into consideration the presentation of other costs as per Annex "B1"- General Information.

**Question 43:**

In Annex A3, Qualitative Research - A3.1 Services Required, it is stated that the provision of simultaneous translation will be required. We wish to note that text translation and simultaneous translation are two very differently priced services (simultaneous translation requires minimum two interpreters on site, which can involve travel depending on location, sound booth, and head sets), so providing a blended hourly rate would not be relevant or accurate. Is it therefore possible to base the hourly rate only on text translation?

**Answer 43:**

Annex "A3" is the Statement of Work. It describes a list of services that may be asked during the life of the standing offer. Translator costs for text translations can be identified in Table B4.1.3. Simultaneous translation can be costed as a direct expense as specified under Annex "B1"- General Information.

**Question 44:**

Amendment No.003 adds a new article in Part 6 on "Protection and Security of Data Stored in Databases" which included item #6 on subcontracting. Can you please provide more detail on this particular sub-clause? Please describe the rationale for, or circumstances that would cause, a Contracting Authority to NOT consent to the use of the duly named and successfully evaluated subcontractor on a firm's awarded Standing Offer?

**Answer 44:**

The Contractor must ensure that the subcontractor is bound by the Terms and Conditions of the Standing Offer, which includes the Protection and Security of Data Stored in Databases.

**Question 45:**

Currently, many ACET surveys run with a mix of cell phone and landline sample quotas. B.3.3.1, is presented as LANDLINE telephone interviews with the general public using the ACET. Can you confirm whether the ACET surveys are no longer to use the cell phone approach and should now be exclusively landline-only with a hard quota of 28% 18-34, or should suppliers assume, and cost for, use of cell phone sample and, if so, at what proportion?

**Answer 45:**

Please provide costing as described for B3.3.1 (i.e. using landline telephone interviews with the general public). If there is a need for cell-phone interviews with youth or the general public during the life of the standing offer, costing from tables B3.2.1 and/or B32.2 respectively will be used.

**Question 46:**

If firms are awarded a standing offer for Series E, combined quantitative and qualitative, but do not hold a standing offer for Series A or Series B, will they be eligible for combined quantitative and qualitative projects that involve only field and tabulation on the quantitative side? Since all firms on the Series E offer will have demonstrated their field and tabulation capacity with their response to Series D, there is no question that these firms have the expertise to successfully manage all aspects of a field and tabulation project. Are we correct in our understanding, then, that holding a standing offer for Series E would make a firm eligible for a project involving a set of focus groups, for example, and a telephone survey involving only field and tabulation? Such projects, it would seem, would be contracted under the Series E offer because they involve combined quantitative and qualitative research, whether the quantitative research required is full service or field and tabulation only.

**Answer 46:**

No. Firms authorized a standing offer for Series E, (i.e. full-service quantitative and qualitative research), but do not hold a standing offer for Series A or Series B, will not be eligible for combined quantitative and qualitative projects that involve only field and tabulation on the quantitative side. If a project requires both qualitative research and telephone field and data tabulation services, only the suppliers authorized a standing offer for both Series B (fieldwork and data tabulation for telephone surveys) and Series C ( qualitative research) will be considered for that project.

**Question 47:**

For Series A, MA.3 indicates that the Offeror must identify one Survey Field Manager able to communicate in English and one able to communicate in French. These individual(s) are then rated in RA.1 and RA.2 (Survey Field Manager Qualifications and Project Experience). Series B, MB.3 also indicates that the Offeror must identify one Survey Field Manager able to communicate in English and one able to communicate in French - these individual(s) are then rated in RB.1 and RB.3 (Survey Field Manager Qualifications and Project Experience). We would ask that both these Series be changed so they are similar to what is required in Series D: MD.3 requires client liaison(s) who can communicate in English and in French, but the client liaison does not need to be a Senior Researcher (i.e., these individual(s) are not rated in RD.1 and RD.2 - Senior Researcher Qualifications and Project Experience), although they are required to have knowledge of POR. This would be consistent with previous Standing Offers: as long as the firm can demonstrate its bilingual data collection capabilities (as it will do in MA.5 and MB.5), and has personnel with POR knowledge who are able to communicate with the Project Authority in both official languages, this should be a sufficient demonstration of the firm's ability to conduct research in both English and French.

**Answer 47:**

No.

Solicitation No. - N° de l'invitation

EP363-140002/B

Client Ref. No. - N° de réf. du client

EP363-14-0002

Amd. No. - N° de la modif.

006

File No. - N° du dossier

cy016EP363-140002

Buyer ID - Id de l'acheteur

cy016

CCC No./N° CCC - FMS No/ N° VME

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**Question 48:**

Are we required to submit Appendix 2 (Consent to Submission of Resume) as part of our Offer? (it indicates it is only to be submitted if requested by the Standing Offer Authority).

**Answer 48:**

No. The Standing Offer Authority may request Appendix 2 only to the successful holders of a Standing Offer once the Standing Offers are in place.

**Question 49:**

For Series B can the Survey Field Manager Project Experience be used in the Field Staff Project Experience? In Series D, can the Senior Researcher Project Experience be used in the Field Staff Project Experience? And can Series A and Series B Project Experience be used in Series D?

**Answer 49:**

Yes, if the required criteria is met.

**ALL OTHER TERMS AND CONDITIONS OF THE REQUEST FOR STANDING OFFERS REMAIN UNCHANGED.**

If your offer has already been submitted it can be modified by sending an amendment identified with file no EP363-140002/B to the attention of the Bid Receiving Unit, Public Works and Government Services Canada, Place du Portage, Phase III, Main Lobby, Core **0B2**, 11 Laurier St., Gatineau, Quebec, K1A 1C9.