

File number 87055-14-0359

Question # 1

For p. 16, M8:

- a) If one of the bidder's last three projects was performed for the CNSC, should one of the bidder's letters of reference come from the CNSC?
- b) How is a "project" defined for the purpose of this question? For example, if a bidder has an ongoing contract with a Government of Canada agency to perform writing or editing services, is that contract one project, or is each assignment under that contract one project?
- c) If the client contact at one of a bidder's last three Government of Canada projects has changed, and the new contact is not familiar with past work performed by the bidder, how should this be addressed with regard to this criterion?

Answer # 1

- a) Not if there is a direct link to CNSC staff or evaluators involved with this RFP. If they were to come from CNSC staff not linked to this requirement, then yes.
- b) Each assignment under that contract is a project, but bidder must only submit one letter per reference, with a total of 3 references must submitted.
- c) Bidder must provide 3 references therefore other references must be chosen in accordance with the M8 requirement.

Question # 2

For p. 17, R2:

- a) Does "most senior staff" in this question refer to the single most senior resource put forward on the bidder's response, or does it refer to all of the resources put forward as senior writers or editors?
- b) How is a "project" defined for the purpose of this question? For example, if a bidder has an ongoing contract with a Government of Canada agency to perform writing or editing services, is that contract one project, or is each assignment under that contract one project? Does the size of the assignment make a difference in determining what is a project: for example, would both a paper of a few pages and a 1,000-page report be equally considered as projects?

Answer # 2

- a) Yes, single most senior resource (1 person).
- b) To be considered a project, the writing or editing work must be of one page or more.

Question # 3

“The current wording of the mandatory and rated requirements suggest that this RFP is aimed solely at companies who specialize in writing and editorial services and does not take into account companies who offer these services as part of a wider service offering. Recommend that the following wording be added to paras 1 and 2 of “Attachment 1 to Part 4 – Evaluation Criteria”: “Bidder or Firm resources can include writers who support on a full or part-time basis, or as sub-contractors on behalf of the firm.” This approach has been accepted for other government contractual writing and editing work with such agencies as NSERC and CIHR.”

Answer # 3

Current wording of the RFP remains the same, 3 or more full-time resources is a mandatory requirement in M2, and this does not exclude companies that offer other services.

Question # 4

M1 – does the bidders resources have to have the experience and samples through the current bidder or as long as the bidders resources meet the M’s we are clear?

Answer # 4

M1 states that “the firm or its currently employed staff has worked on...” editing projects for Government of Canada...

Question # 5

M5 – 3 -5 samples in total , could these be a combination from different Senior resources and this is in total not for each contractor submitted, correct?

Answer # 5

3-5 samples of editing work and 3-5 samples of writing work are required under M5 and will be evaluated in R3.

Question # 6

Attachment 1 to Part 4 – Evaluation Procedures Section 1: Mandatory Technical Criteria (p. 15) M5 states that: “The bidder must include hardcopy samples of both writing and editing work, including general as well as technical, regulatory or scientific texts, with their proposal (minimum 3 maximum 5 examples of best work). Samples must be clearly marked as ‘Writing’ or ‘Editing’ work. Samples of editing work must be submitted showing a clean version and one with tracked changes. Samples will be evaluated for quality under R3”

Can you clarify whether the number of work samples is 3 to 5 for Writing and 3 to 5 for Editing, or 3 to 5 samples in total, covering both writing and editing?

Answer # 6

3-5 samples of editing work and 3-5 samples of writing work are required under M5 and will be evaluated in R3.

Question # 7

Attachment 1 to Part 4 – Evaluation Procedures Section 1: Mandatory Technical Criteria (p. 16) M8 states that: “The bidder must provide 3 (no more no less) written client letters of reference for the last 3 projects they completed for the Government of Canada to validate performance on similar work as described in the Statement of Work”

When the RFP says the last 3 projects, what is the time for cut off? Projects are completed almost every week. By the time we submit this proposal, we will have completed several additional projects.

Answer # 7

As a reference point, please use the RFP posting date of April 7, 2015 as the cut-off date. However, you may choose to reference other projects completed since then.