

Note: The bid solicitation has been amended to extend the bid closing date. See answer to question # 11 b).

Question # 9

- a) Please explain the definition of "Government of Canada". Does this include Crown corporations and arm's-length organizations funded by the Government? For example, does this include any organization that is listed on <http://www.appointments-nominations.gc.ca/lstOrgs.asp?type=2&lang=eng> as well as arm's length organizations?
- b) In the pricing schedule, bidders are asked to indicate one rate for writing and editing. If we have different rates for these functions, should we amend the table to indicate this?
- c) Must the writing and editing samples be work that was completed for Government of Canada clients?

Answer # 9

- a) "Government of Canada" means the departments, agencies and organizations listed on this Web page <http://www.canada.ca/en/gov/dept/index.html>
- b) The CNSC requires that bidders complete the pricing schedule as provided in the bid solicitation, which is required by the CNSC for bid evaluation purposes. Therefore, bidders are required to complete the pricing schedule as provided in the bid solicitation with no variations.
- c) Bidders must meet the requirements of M5 which does not specify types of clients.

Question # 10

- a) One of our main Government of Canada clients is the CNSC. Can we use CNSC for our client reference letter and use one of our editing and writing projects that we've done for them as a sample?
- b) Can we send partial samples of a given project? Some of our samples are very large (hundreds of pages).
- c) Do we need to provide 3-5 samples per resource or for all resources?

Answer # 10

- a) To ensure fairness and integrity for all bidders in the process, references from the CNSC will not be accepted to meet this requirement.
- b) In submitting samples of work as part of the M5 requirement, for long documents in excess of 50 pages, bidders may choose to submit chapters or excerpts that represent at least 50% of the document's number of pages. Bidders must also include the Table of Contents of the document to indicate the document's length and logical organization.
- c) Bidders must submit 3 to 5 hardcopy samples of best writing work and 3 to 5 hardcopy samples of best editing work in total, as part of their bid.

Question # 11

- a) Do we need to supply resumes for senior intermediate and junior in order to bid this contract? Are we able to put rates for the junior and not resumes?
- b) Will your client consider an extension for this RFP bid deadline?

Answer # 11

- a) M3 requires that the bidder provide a CV for each of the firm's full time editors, as identified in M2 (which requires a minimum of 3 full-time professional editor resources). If the editor is full time, curriculum vitae must be provided, whether the position is a junior one or not.
- b) Yes, the CNSC has extended the bid solicitation closing date to May 22, 2015 at 2:00 p.m. (EDT). However the CNSC will no longer accept inquiries received 5 calendar days before the original bid closing date of May 19, 2015 (i.e. the CNSC will not accept inquiries after 4:00 p.m. on May 14, 2015). The bid solicitation has been amended accordingly.

Question # 12

We have a question about the technical component of the bid submission for CNSC Solicitation no. 87055-14-0359, English Writing and Editing Services. We are packaging all of our bid materials to be couriered to Ottawa, and are wondering if it is necessary to submit 4 separate copies of the 3-5 hardcopy samples of writing work, and 3-5 samples of editing work with our proposal. I ask this because the hardcopy submissions of samples are a component of the technical bid, of which 4 copies are required for submission. Please clarify if each copy of the technical bid requires its own set of samples, as that does constitute a rather immense amount of paper, or if we can just send one copy of the 3-5 samples of writing and 3-5 samples of editing work.

Answer # 12

One hardcopy of each of the 3-5 samples of writing work, **AND** one hardcopy of each of the 3-5 samples of editing work is required.

Question # 13

For M4, Please confirm that the bidder's resources certify their knowledge and experience using *The Canadian Style Guide*. This lists the bidder, it's the bidder's full time resources that are doing the writing and editing.

Answer # 13

To meet the requirements of M4, all of the editing and writing resources proposed by the bidder must provide a statement certifying their knowledge and experience using *The Canadian Style – A guide to Writing and Editing*.

Question # 14

Are we able to bid as a joint venture?

Answer # 14

Yes. You must refer to the "Standard Instructions – Goods or Services – Competitive Requirements (2003)" as per Part 2 of the bid solicitation.

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2003/19#integrity-provisions>