



**Request for proposal 9K001-S15-0130-C  
Bidders Conference – Minutes**

Coaching related to the development and implementation of mechanisms for Canada Economic Development for Quebec Regions' process optimization management

**DATE:** Thursday, May 14<sup>th</sup>, 2015  
**LOCATION:** CED, 1255 Peel Street, office 900, Room 902  
**TIME:** 2:00 PM Montréal time (EDT)

**AGENDA:**

**2:00PM – 2:05PM Registration of Attendance**

**2:05PM – 2:10PM Introduction and Explanation of Proceedings**

- Aline Mulinda (Contracting authority) made introductory remarks, facilitated a round-table introduction of the table and explained the proceedings for the conference.

**2:10PM – 2:30PM: Presentation to the Bidders**

- Presentation by CED facilitator: Presentation of an overview of the statement of work and evaluation criteria's of the RFP document.

- The presentation contained the Questions submitted by the bidders in advance of the bidder's conference and Answers were provided verbally. Facilitators provided answers to 4 questions (refer to Amendment 002 of the RFP).

- Additional inquiries from the attendance were noted and are answered through the formal Amendment document (refer to Amendment 002 of the RFP).

**2:30PM – 2:35PM Closing Remarks**

- In her closing remarks, the contract authority thanked bidders for their input and participation as well has indicated that all questions and answers will be available through [Buyandsell.gc.ca](http://Buyandsell.gc.ca).