

Bid Solicitation number 87055-14-0355

Graphic Design Services for the Canadian Nuclear Safety Commission

Questions & Answers # 1

Question # 1

In M8 and M11 it states that bidder must demonstrate and certify (provide a written certification) in its bid that the firm or its staff are knowledgeable and have experience in either the GOC FIP and the Web Experience Toolkit 3.0 + for Web OR the list of services itemized.

Can you clarify what is expected in terms of "written certification"?

Answer # 1

A letter signed by the bidder is required, certifying that the firm or its staff are knowledgeable and have experience with the requirements as stated in M8 and M11.

Note: There was an error in the French version of the bid solicitation in M8 and M11.

The French version of the bid solicitation *incorrectly states:*

« Le soumissionnaire doit démontrer et attester (présenter une attestation écrite) dans sa soumission que son entreprise **et** son personnel... »

The French version of the bid solicitation *should state:*

« Le soumissionnaire doit démontrer et attester (présenter une attestation écrite) dans sa soumission que son entreprise **ou** son personnel... »

The French version of the bid solicitation has been amended accordingly.

Question # 2

In M9 – is there a specific timeframe that these samples need to have been completed in?

Answer # 2

No, there is no specific timeframe required. However, bidders must be mindful that these samples will be evaluated in accordance with R3. We encourage bidders to submit more recent samples (e.g. within the last 3 to 5 years).

Question # 3

In M9 – for the Web category – can samples provided include: other web projects in addition to website design? For e.g. - web banners; multimedia (animations, audio, interactive and video); infographics; Flash; interactive PDFs or EPUBs?

Answer # 3

Yes.

Question # 4

In M9 – what is expected for hard copies of web samples? For e.g. - we can provide colour printouts of screen captures.

Answer # 4

Yes, colour printouts of screen captures would be accepted.

Question # 5

In M12 – you have specified to provide letters of reference for the last 3 projects we have completed for the Government of Canada. We prefer to provide letters of reference for projects that are of similar scope based on the Statement of Work in this RFP. Can you confirm that this is acceptable – as long as the projects have been completed within a certain timeframe?

Answer # 5

No, the bidder must meet the requirements of M12.

### Question # 6

In the CNSC's request for proposal, M2, you request that copies of "contracts" be provided as documentary proof of complete projects with Gov't of Canada clients. This is not paper that we keep on file, as it is not necessary once a transaction has been completed.

We do however have all invoices, with contract numbers relating to Gov't of Canada to show as documentary evidence. This is a common method of proof of work as invoices also has *contact name, address, invoice #, and contract #*— may we give this to you as our documentary evidence of work conducted for Gov't of Canada?

### Answer # 6

Yes, it would be accepted as documentary proof if the invoices contain the following information:

- 1- Contract number if available
- 2- Name of organization for whom the work was provided
- 3- Type of work completed in detail, showing the required number of projects (10)