

Question 10

In reviewing the requirements listed on page 18; section 4.5 Response to Statement of Services, it indicates the offeror must provide detailed information relative to the specifications listed in section 3.3.1. Will CMHC please advise on the expected level of detail (i.e. 1/2 - 1 page max) to be included within a response? Are bidders required to provide a detailed methodology or implementation approach (i.e. in written or graphical format) for Section 4.5 to address each specific requirement as listed in section 3.3.1 or may the offeror detail a project reference where many of these requirements were delivered as part of an engagement.

Answer 10

The proponent should provide enough details to demonstrate the firm's knowledge and experience with the various areas listed under each stream. In Stream 1 (Section 3.3.1), for example, the proponent should explain what would be the firm's general approach for tackling work related to ERM, ORSA and Operational Risk (excluding Cyber-Security Risk). To do so the offeror may refer to previous experiences with consulting projects for which the requirements were similar.

Question 11

Section 4.4, item c, page 16 -

- a) Please confirm that the bidders are to provide 3 contract references for each stream?
- b) will CMHC please consider revising the requirement to allow contracts in the past 60 months?

Answer 11

Yes, the bidders must provide a list of 3 contracts of similar size and scope which the offeror holds or has held over the last 24 months. This must be done for each stream. CMHC will not revisit this requirement.

Question 12

Section 4.5 page 18. - Assuming that bidders are providing 3 contract references for each stream to demonstrate their experience related to the services described in section 3.3 for each stream, what additional information is CMHC expecting in section 4.5 for each stream?

Answer 12

Section 4.4, item c, explains that for each contract referred to the following information is required: "company name and address; contact person and phone number". Section 4.5 requires the offeror to provide "detailed information relative to the specifications listed in Sections 3.3.1 for Stream 1, 3.3.2 for Stream 2, 3.3.3 for Stream 3 and 3.3.4 for Stream 4. The proponent should provide enough details to demonstrate the firm's knowledge and experience with the various areas listed under each stream. To do so the offeror may refer to previous experiences with consulting projects for which the requirements were similar.

Question 13

Section 4.4, page 15, item b) - resumes:

- a) Are the resources we propose for each stream the only resources who we will be able to propose during a call-up?
- b) will a bidder be allowed to add additional resources to the RFSO?
- c) will a bidder be allowed to propose additional resources when responding to a call-up?

Answer 13

In the case of a change in personnel assigned to the CMHC account, the Offeror must submit resources with equivalent qualifications for CMHC review and approval before any work is initiated.

Question 14

Please confirm work location for the delivery of services.

Answer 14

The sector of CMHC Chief Risk Officer (CRO) is physically located in Ottawa as well as a significant component of the business activities overseen by the CRO staff. We expect that some projects will need the consultants to be in Ottawa or to travel to Ottawa.

Question 15

Please confirm that bidders can provide a separate financial table and different rates (section 4.8) for each stream?

Answer 15

Yes, proponents may provide a separate financial table and different rates for each stream. If only one table is provided, the rates presented will be applied to the streams the proponents are responding to.

Question 16

Section 4.8, page 20 - Does CMHC expect bidders to provide rates for additional positions? please confirm that a bidder can only provide rates for the 4 levels of resources?

Answer 16

Proponents must present rates for all proposed personnel that would be assigned to the CMHC account.

Question 17

Due to the large volume of RFPs and current client commitments, would CMHC consider extending the due date for this RFP to July 10, 2015?

Answer 17

The closing date is extended to Monday 2:00 pm EDT, July 6, 2015.

Question 18

We are somewhat confused on how to respond to the mandatory requirements on pages 16, 17 and 18. Can CMHC please advise, if by providing resumes only, would this be sufficient to meet the mandatory requirements as outlined in Section 4.4?

Answer 18

Section 4.4 requires the proponent to provide: a) a description of the firm and service delivery specialization; 2) résumés for all project personnel; and 3) references for the firm and for key project personnel.

Question 19

Similarly on page 18, would it be sufficient to send detailed resumes to meet the requirements as outlined in Section 4.5?

Answer 19

Providing résumés for the proposed project personnel would not meet the requirements as outlined in Section 4.5. Section 4.5 requires the offerer to provide “detailed information relative to the specifications listed in Sections 3.3.1 for Stream 1, 3.3.2 for Stream 2, 3.3.3 for Stream 3 and 3.3.4 for Stream 4. The proponent should provide enough details to demonstrate the firm’s knowledge and experience with the various areas listed under each stream. In Stream 1 (Section 3.3.1), for example, the proponent should explain what would be the firm’s general approach for tackling work related to ERM, ORSA and Operational Risk (excluding Cyber-Security Risk). To do so the offeror may refer to previous experiences with consulting projects for which the requirements were similar.

Question 20

Given the format on Page 20 – Section 4.8 - Pricing, is CMHC requesting a resume for each level of Personnel? For example: One for junior, one for Intermediate, one for Senior, one for PM/Leader and three for “Other Positions”?

Answer 20

Résumés for all professional personnel proposed should be provided. This applies to junior professional personnel as well.

Question 21

RFSO Section 4.4 Offeror’s qualifications; (b) Resumes for project personnel: Given that each stream within this RFSO will be evaluated separately, will CMHC please confirm that bidders can propose resources on multiple Streams within their responses?

Answer 21

Yes bidders can propose the same personnel for more than one stream. Whereas it is not necessary to include the same résumé in multiple locations in the document, the fact that the

same person would be used should be very clear and the résumé of this person should be easy to locate and indicated clearly.

Question 22

In the most recent set of questions and answers that were released, it appears that the response for questions #4, 5 and 6 is exactly the same. Will CMHC please clarify if these responses are true and accurate or if the text was repeated in error?

Answer 22

This was not an error. The same answer applied to the 3 questions.