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QUESTIONS & ANSWERS ("Q&A")

ISSUED TO ALL PROPONENTS

Q&A No.:	2
RFP #:	**15160004**
RFP Title:	Think Tank Initiative Website and Graphic Design Services Phase 2
Issue Date:	July 9, 2015
Issue by:	Lindsay Empey
No. of Pages:	3

DETAILS OF Q&A DOCUMENT

This Q&A document is being issued to respond to questions submitted by Proponents seeking further clarification.

Misc Website

1. Question: Which contributed modules are currently used / enabled on the site.

   Answer: See Excel list of modules

2. Question: Is the theme using a front-end development framework or specific pre-processors (Twitter Bootstrap, Zurb Foundation, LESS, SASS etc)

   Answer: No

3. Question: Is there a requirement for content to be accessible WCAG A, AA etc and is the current site Accessible?

   Answer: Not a requirement but IDRC should comply with WCAG AA.

4. Question: Maintenance and Support is mentioned as in scope. To clarify does this include updating and patching of the Drupal installation, core updates, module updates and critical security patches?

   Answer: Yes

5. Question: Will the site need to be AODA compliant? If yes, which standard do you want to meet?

   Answer: No

6. Question: Is there any way that you can package your existing site so that we can set up a test environment here in order to provide a more accurate quote? Different developers

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work differently, so it helps to understand what we might be working with before we articulate how we would make changes and the effort required to do so. To put it into perspective, making changes to an existing site vs. building new can be akin to restoring a heritage space vs. building new construction...it's not always easier or more economical to do the former.

Answer: Need to be confirmed, but it's usually easy to export and reimport instances of Drupal.

7. Question: Do you expect any Migration of content?

Answer: No, all the work must be performed from the existing platform.

General

1 Question: Will you please provide a defined financial table indicating how we should detail, and how you will evaluate, proposed per diems and/or total pricing for providing the services indicated in the Statement of Work.

Answer: We understand that every firm works a little different in the way that they prices services, what we would like to see would be a total to complete the entire project as well as a breakdown per services/rate/product/deliverable. Below is an example of what could be submitted, we are of course open to suggestions.

Description	Rate Estimate
Service	Overall
Rates as Required	
Service	$/ Hour
Products as Required	**Estimate**
Product	Cost

2 Question: Given the complexity of the request and the number of questions submitted, we respectfully request an extension to the question period, to include time once the initial round of answers have been provided for any follow up questions.

Answer: We will not be extending the deadline for questioning, you may continue to submit your questions however IDRC will not guarantee answers.

3 Question: Do you have Accessibility/WCAG 2.0 AA requirements? IDRC is a government crown corp. Are you subject to web accessibility requirements?

Answer: As a crown corporation IDRC is guided by the web usability standards set out by the Government of Canada. When it comes to accessibility we are committed to providing a website that is WCAG 2.0 AA compliant

4   Question: Section "5.1 GENERAL" of your RFP specifies the following *"Proposals should be max. 20 pages, excluding annexes."* Please specify what information could/should be provided as "annexes" to the core Technical Requirement proposal?

      Answer: This is just a general guideline elaborate or unnecessary voluminous proposals are not desired. Proposed Personnel referenced in your technical proposal could be submitted as an annex.

5   Question: Section "2.3.1 METHOD OF SENDING" specifies that *"The maximum size of an email that IDRC can receive is 10MB."* In order to ensure compliance in this regard, may we submit the Technical Requirement Proposal file as separate from the "Annexes" document file and the Financial Proposal file, ensuring that each document individually comes in below the 10MB limit?
      Answer: Yes

6   Question: I note that this is Phase 2. Is the company that provided Phase 1 invited?

      Answer: This is an open invitation

7   Question: The current due date requested by the client will pose a significant issue for Suppliers. We understand that the client has a timeline to adhere to and we are respectfully asking if the client will please work with Suppliers by granting an extension of three (3) weeks. This will benefit the client by increased participation from Suppliers and higher quality compliant proposals. The end result will be more choices for the client.

      Answer: Timelines have been adjusted, please see Amendment 1

8   Question: Section 7 - Financial Proposal - mandatory requirement # C - All prices must include a detailed breakdown following the response to Section 3 (Statement of Work), as outlined in section 5.6.2 C (Methodology/Approach/Schedule). Section 5.6.2 C does not exist in the RFP. Can you confirm that the reference was to section C on page 13"?

      Answer: This should read "All prices must include a detailed breakdown following the response to Section 3 (Statement of Work), as outlined in Section 6- EVALUATION CRITERIA (TECHNICAL REQUIREMENTS)".

END OF Q&A # 2