

SOLICITATION 1000166241
Provision of Scientific Expertise for Coordination and
Conduct of Human Health Risk Assessment, Scientific Peer Reviews and Consultations

Question 49

Referring to RFSO M1 for Stream 1, 2, and 3, and Question/Answer 24: Each project team may contain up to ten (10) Human Health Risk Assessors. The answer to Question 24 states that “All assessors will be rated... Overall scoring will be determined based on all information submitted and the nature of the work performed by *each all* assessors collectively.” Will you please elaborate how this scoring will be completed? For example, will each additional risk assessor be additive to the score, or are the relative contributions to the project team skill set determined as an average across the entire project team, etc.?

Response 49

All human health risk assessors will be rated based on their documentation of accreditations. There is no additive or average score for mandatory requirements. Mandatory criteria are either "Yes" or "No" for meeting these requirements.

Question 50

Referring to RFSO R1 for Stream 1, 2, and 3, and Question/Answer 30: The revised R1 language states “...by *submitting previously managed projects* for services similar to the statement of work.” Will you please clarify what would satisfy this requirement with respect to both (a) an actual submission (i.e., example) or are descriptions sufficient? And (b) are you requesting project deliverables (e.g., reports) that demonstrate experience with the topic or are you seeking project management materials demonstrating adherence to budget, schedules, etc

Response 50

A proposed or finalized work plan and a description of each project needs to be submitted for evaluation of this requirement. Project deliverables (e.g. reports) are not necessary under this requirement.

Question 51

Referring to RFSO R2 for Stream 1, 2, and 3: This requirement solicits proof of the Project Manager’s “business interactions with international, national or provincial/state agencies or organizations in relation to chemical risk assessment.” What defines a business interaction? Also, does a private entity qualify as an organization, or does it have to be a government agency?

Response 51

The Project Manager's business interaction refers to contracted work performed for an international, national or provincial/state agencies or organizations. A private entity would not qualify under the organization definition for this particular requirement.

Question 52

Response 41 indicates the following. - Rated criteria R1 indicates that “The Bidder has demonstrated the project Manager’s experience in overall project management etc by submitting previously managed projects for services similar to the Statement of Work” so yes projects are to be submitted.

We would like to seek further clarification on “so yes projects are to be submitted” Does this mean that copies of reports that were managed by Project Managers need to be submitted in their entirety or just a a description of the project and the role of the project manager?

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Response 52

The projects will include a description of the project and role of project manager.

Question 53

In response to Comment 41 and 48, many of the project examples that will be submitted are hundreds of pages long. If 5 projects reports are required for R1 and two to three projects for R3/R4 then this could result in 500 - 1000+ hardcopy pages of material to be included in the proposal. Would it be acceptable to Health Canada if Project Summaries / Executive Summaries are provided for the 1 hard copy, with the complete documents attached on the CD copies?

Response 53

Project Summaries / Executive Summaries for the 1 hard copy, with the complete documents attached on the CD copies is not acceptable because if there are any variations between the hard copy and soft copy, the documentation in the hard copy supersedes the soft copy. Therefore, all submitted information needs to be included in the hard copy.

Question 54

We plan to submit the following:

- Covering letter
- One (1) Hard Copy of the technical proposal (plus 4 electronic copies on 4 separate CDs)
- One (1) Hard Copy of the financial proposal (plus 1 electronic copy on CD) in separate sealed envelope
- One (1) Hard Copy of the certifications (plus 1 electronic copy on CD)

Is this correct? Or do we need to submit four (4) hard copies of the technical proposal?

Response 54

As per question 39 Bidders may submit their bids in either one of the two outlined instructions under 7.1.1. If you are submitting your bid with 1 hard copy of the technical proposal and 4 (4 soft copies on CD); you do not need to submit 4 additional hard copies.

Question 55

Could you please explain how the 'Firm Per Diem Rate' should be calculated in Appendix B? It was not clear whether it was appropriate to include hourly rates for each category of personnel (if this was explained in the proposal).

Response 55

The word per diem means "per day". The Bidder **must** submit daily rates based on a seven and a half hour day **not hourly rates** as per Annex "B" Financial Table and Amendment # 3. Questions 18 also addresses this.

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Question 56

The RFSO cost proposal requests 2 rates (Project Manager and Human Health Risk Assessor).

1. Can we include other labor categories that we anticipate would be working on various call ups in this cost proposal (e.g., research assistant)? If so, will these be included in the point ratings?

Response: 56

All labour categories must fall under either the Project Manager or Human Health Risk Assessor (i.e. a research scientist assistant will fall under Human Health Risk assessor).

Question 57

2. If not, when we put together a cost proposal for an individual call-up, may we include other labor categories (with different rates) or will we be limited to fitting ALL personnel into just these two labor categories (i.e., Project Manager and Human Health Risk Assessor)?

Response 57

No you cannot include other labour categories with different rates for an individual call-up. Within the Financial proposal only two rates must be submitted - one rate for the Project Manager (the back up PM will have the same rate as the PM) and one rate for the Human Health Risk Assessor. All HHRA will have the same per diem rate as per Appendix "B" in the Financial Table.

There are only two categories of resources required under this RFSO - Project Manager (and one backup) and Human Health Risk Assessor (up to 10 can be submitted). There will be one rate for the Project Manager and one rate for the Human Health Risk Assessor.

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