



THE GOVERNOR GENERAL · LE GOUVERNEUR GÉNÉRAL

December 16, 2015

Office of the Secretary to the Governor General - Solicitation No.:OSGG-BSGG-15-1503

Request for Proposal (RFP)

Brand Strategy and Outreach Plan

Questions and Answers

The following shall be read in conjunction with and shall form an integral part of the Request for Proposal (RFP).

QUESTION 1

Does the Office of the Secretary to the Governor General (OSGG) have a budget for the project?

Answer 1

As per section 4.5 Financial Evaluation of Part 4 – Evaluation Procedures and Annex B, Basis of Payment; the maximum funding available for the contract resulting from the bid solicitation is \$140,000.00 (applicable taxes extra).

Further details related to the budget have been provided as part of Answer 4 of the published Question in the Questions and Answers No.1.

QUESTION 2

There is a budget breakdown asked for in the work plan, however it states that in the RFP that pricing can only be contained in the financial proposal. Can you please confirm if we are to include pricing in the work plan?

Answer 2

Yes, pricing must only be identified in the financial proposal.

As per point rated technical criteria RT 2 on page 12 of the tender document;

The Bidder, the high level project work plan should include:

- b) a preliminary budget breakdown for each project phases.

To respond to criteria RT2, Bidders should identify the preliminary budget in the form of percentages (%) of the total Budget for each project phase.

QUESTION 3

In terms of the KPIs asked for, is it possible to confirm how the objectives will be measured?

Answer 3

The Key Performance Indicators should be developed by the Contractor as a part of the proposal and take into consideration the project objectives as outlined in section 2.2 of the Statement of Work.

QUESTION 4

The work plan calls for level of effort to be broken down by phase and resource type. Can this be provided as a separate chart?

Answer 4

Yes, this breakdown can be provided by the Contractor in a separate chart as part of their submission.

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