

**Question 8:**

Regarding writing samples, is CMHC interested in only very recent samples or is it acceptable to submit older samples?

**Response:**

CMHC is seeking suppliers who are currently and actively providing writing services in the stream to which they are responding. One way for Offerors to demonstrate this is by providing recent work samples (from the past two years). However, this is not mandatory and work samples older than 24 months are acceptable.

**Question 9:**

On pages 15 and 16, the RFSO describes the work samples that the evaluation team is looking for. Does CMHC prefer to see raw drafts as we submitted them to clients, or published samples?

**Response:**

As noted in the RFSO, work samples may be submitted either as single-spaced text (i.e., drafts submitted to the client) or in a published format. Offerors should not submit work samples that have been substantially re-written or edited by the client. As the purpose of the work samples is to demonstrate a writer's competency, all samples (whether in draft or published format) should be a true reflection of the proposed writer's work.

**Question 10:**

If a proponent would like to submit to multiple streams, is it a requirement to develop a **distinct** response to Section 4.5 (pg. 15) for **each stream** that is being applied for? **OR** are is it acceptable to develop one reply to this section and address each of the streams within it?

**Response:**

Yes, it is acceptable to develop a single **Response to Statement of Goods and/or Services** (Section 4.5) and to address separate streams within it. However, since Offerors will be evaluated on each stream individually, the Response to Statement of Goods and/or Services must contain sufficient information for each stream to demonstrate that the proposed individual(s) is qualified, experienced and capable of providing the services required.

**Question 11:**

Does the RFSO evaluation committee adjust pricing for regional cost of living differences?  
(Since various part of the country are more expensive to live than others, thereby putting certain regions at a distinct advantage when scoring the pricing.)

**Response:**

No adjustments are made to pricing to account for regional cost of living differences. Note that pricing accounts for only 20 per cent of the points available in the evaluation process. Greater weight is given to the Response to Statement of Goods and/or Services and Work Samples.