



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des soumissions  
- TPSGC**

**11 Laurier St. / 11, rue Laurier**

**Place du Portage, Phase III**

**Core 0B2 / Noyau 0B2**

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**Québec**

**K1A 0S5**

**Bid Fax: (819) 997-9776**

**SOLICITATION AMENDMENT**

**MODIFICATION DE L'INVITATION**

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

**Comments - Commentaires**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Communication Procurement Directorate/Direction de  
l'approvisionnement en communication

360 Albert St./ 360, rue Albert

12th Floor / 12ième étage

Ottawa

Ontario

K1A 0S5

<b>Title - Sujet</b> Quantitative	
<b>Solicitation No. - N° de l'invitation</b> 35035-165059/A	<b>Amendment No. - N° modif.</b> 002
<b>Client Reference No. - N° de référence du client</b> 35035-16-5059	<b>Date</b> 2016-09-08
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$CY-021-71412	
<b>File No. - N° de dossier</b> cy021.35035-165059	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2016-09-15</b>	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Amaral, Paola	<b>Buyer Id - Id de l'acheteur</b> cy021
<b>Telephone No. - N° de téléphone</b> (613) 998-8588 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Delivery Required - Livraison exigée</b>	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

## **AMENDMENT 002**

The purpose of this amendment is to answer questions pertaining to this solicitation.

### **Questions and Answers:**

#### **Question 2:**

##### **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

*There seem to be a few website links in this section that are not working:*

**5.1.1 Integrity Provisions – Declaration of Convicted Offences:** <http://www.tpsgc-pwgsc.gc.ca/ci-if/politiquepolicy-eng.html>

**5.1.1 Integrity Provisions – Required Documentation:** <http://www.tpsgc-pwgsc.gc.ca/ciif/politiquepolicy-eng.html>

**5.2.3.5 Market Research Standards:** <http://publiservice.tpsgc-pwgsc.gc.ca/rop-por/recherche-research-eng.html#a1>

#### **Answer 2:**

The corrected links are as follows:

5.1.1 Integrity Provisions – Declaration of Convicted Offences: <http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>

5.2.3.5 Market Research Standards (Government of Canada Standards for Public Opinion Research): <http://www.tpsgc-pwgsc.gc.ca/rop-por/pratiques-practices-eng.html>

#### **Question 3:**

**TARGET POPULATION (Page 21): Other than standard industry screening, will there be any other qualifying criteria for survey respondents?**

#### **Answer 3:**

There will be no other qualifying criteria beyond standard industry screening.

#### **Question 4:**

**DATA COLLECTION (Page 22): How are cell phone only (CPO) respondents being defined? If someone has both a landline and a cell phone, and they are called on their cell phone, do they count toward the cell phone quota? Or must they have ONLY a cell phone?**

#### **Answer 4:**

Cell phone only (CPO) respondents are defined as those who ONLY have a cell phone. If an individual has both a landline and a cell phone, the individual does NOT count towards the cell phone only (CPO) quota.

#### **Question 5:**

**DATA COLLECTION (Page 22): The RFP specifies a 10 minute survey, which will include up to 3 open-ended questions. Are these 3 open-ended questions expected to change weekly, or are they part of the core tracking questions? If they change weekly, new code lists will have to be developed, resulting in greater professional fees. Also, are you able to specify the number of closed-ended questions? Does the 10 minutes include screening and demographic questions?**

**Answer 5:**

Suppliers should assume that the 3 open-ended questions could change weekly. Total average survey length should be no more than 10 minutes, including screening, demographic questions, open-ended questions and close-ended questions. We are not able to specify the total number of closed-ended questions.

**Question 6:**

**DELIVERABLES (Page 23/24/25): To confirm, methodological reports are to be delivered on a quarterly basis? Will the landline and cell phone interviews be covered in one methodological report, or are separate reports required? Point 24 on page 23 says "Provide a draft methodological report in the official language chosen by the project authority, interpreting the results based on the approved analysis plan". Can you clarify what is meant by "interpreting the results"? Are there any other reporting requirements, such as a report of findings in a PowerPoint or similar format?**

**Answer 6:**

Landline and cell phone interviews are to be covered in one methodological report. The methodological report should include a description of the data analysis; the data analysis undertaken (notably the data tables) will be based on the approved analysis plan. No additional interpretation of the results will be required (e.g. no written summaries of key results are required).

**Question 7:**

**TIMELINES (Page 25/26): Are these timelines still accurate, given that the stated start date has already passed?**

**Answer 7:**

Please see #1 on insertions and deletions below.

**Question 8:**

**The last bullet point on page 31 and the second bullet point on page 33 refer to pretesting the survey. As it stands, the document suggests that 20 pre-tests are required for landline and an additional 20 for cell phone. Is this accurate? Also, are these pretests occurring on a weekly basis as changes to the survey are made?**

**Answer 8:**

No, this is not accurate. For the pre-test a minimum of 20 interviews in total are to be completed: 10 in English and 10 in French, irrespective of phone type. Suppliers should assume that pretests will occur on a weekly basis, in accordance with changes to the questionnaire.

**Question 9:**

**Section 5 – Certifications: If the section does not apply to the company, for example we have no convictions or names to declare, is a certification needed?**

**Answer 9:**

Yes, all required certifications must be submitted.

**Question 10:**

**Section 5 – Certifications: If a certification is needed, what is the required format in order to be compliant with the RFP?**

**Answer 10:**

There is no specified format, as long as the information required is provided.

**Question 11:**

***The research program requires that a specific number of interviews be completed among cellphone-only respondents. For this portion of the sample, obviously cellphone sample would be dialed.***

***However, can you please clarify your definition of “cellphone-only respondents”?***

***Does this definition include anyone who we contact via cellphone, without any exclusions? Or, do you require us to include a screener at the front of the survey to (a) exclude any potential respondents who have a landline; or (b) exclude any potential respondents who indicate that mobile/cell is \*not\* their primary mode of telephone communication? (Either exclusion will have significant budget impacts.) And, if we are excluding potential respondents on any of these grounds, can we still conduct the survey among them but include them as part of the landline sample?***

**Answer 11:**

Cell phone only (CPO) respondents are defined as those who ONLY have a cell phone. If an individual has both a landline and a cell phone, the individual does NOT count towards the cell phone only (CPO) quota.

For a respondent who has both a cell phone and a landline, interviews can be completed using either his/her landline \*or\* his/her cell phone, as long as:

- a) The bidder ensures that no respondent is able to answer the survey more than once (e.g. via landline \*and\* cell phone)
- b) The bidder includes a variable in the data file indicating interview type (landline or cell phone)
- c) Landline respondents who respond via cell phone are not included in the quotas for CPO

Bidders are advised to include a description in their response as to how they propose to meet the required quotas.

**Question 12:**

***Many of our clients have vacations scheduled before and after Labour Day, followed by hectic schedules “catching up” on work delayed. Is it possible to get an extension on the deadline for this RFP, to allow us more time to get the client attestation forms signed/returned?***

**Answer 12:**

No extension is planned at this time.

**Question 13:**

***We are requesting a clarification regarding the requirements for Rated Criteria R.1 (Understanding the Requirement) and Rated Criteria R.2 (Methodology).***

***Rated Criteria R.1 the rating levels indicate that in order to achieve 100%, the bidder must write a summary that includes the “proposed approach, methodology, and discussion of challenges and difficulties anticipated”. The bidder is also expected to write a rationale for the approach and methodology, and solutions to the aforementioned challenges. In Rated Criteria R.2, Section III, the bidder is expected to describe rationale for the approach and a description of potential challenges/problems that could arise and how each will be addressed.” Could you clarify the difference between these two sections in terms of these specific requirements? Are we expected to write different challenges and solutions for each rated requirement?***

**Answer 13:**

Rated Criteria R.1 (Understanding the Requirement) is based on bidders' understanding of the project as a whole. To achieve 100%, the summary should include discussion of challenges and difficulties anticipated, a rationale for the approach and possible solutions to each of the challenges and difficulties anticipated.

Rated Criteria R.2 (Methodology) is based on bidders' description of the methodology. With respect to a discussion of challenges and difficulties, examples have been provided for areas to cover.

The same challenges and solutions related to methodology can be included in both Rated Criteria R.1 and Rated Criteria R.2.

**Question 14:**

***This question is in regards to page 44 of the RFP, Section M2 (Fieldwork Manager – Sample Projects), Table M.2 (Sample table to demonstrate population and final sample proportions).***

***Is there an expectation that the sample table in M.2 be completed and submitted for each reference project submitted by the bidder in Section M.2, or is this the expectation of what the bidder will need provide to PCO for the project?***

**Answer 14:**

Table M2 is a sample of a table that the bidder can complete for each reference project submitted by the bidder in Section M.2.

Solicitation No. - N° de l'invitation  
35035-165059/A  
Client Ref. No. - N° de réf. du client  
35035-16-5059

Amd. No. - N° de la modif.  
002  
File No. - N° du dossier  
cy021.35035-165059

Buyer ID - Id de l'acheteur  
cy021  
CCC No./N° CCC - FMS No./N° VME

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### **Insertions and Deletions**

#### **1. In Annex "A", under TIMELINES:**

**Delete:** "..... Assuming a start date of August 25, 2016"

**Replace with** "... Assuming a start date of November 24, 2016"

**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.**