

**ADDENDUM NO. 1**  
**Questions and Answers**

September 21, 2016

**To: All Bidders**

**Subject: Mental Health-Related Tools And Resources For Employees and Managers of the Canadian Food Inspection Agency. RFP # G0184**

Bidders are hereby notified of the following questions raised to date.

**Question 1.**

Can we have more details regarding the maximum value of \$17,000 stated in clause 7.1 of the contract? Is this an annual amount or the full value of the contract? Could we have some clarifications on clause 7.1 of the contract section?

**Answer 1.**

The max value of \$17K is annual NOT for the full value of the contract. There should not be any daily fees as most of the services should be available online. There should be someone from the organization who is available during regular hours to answer questions and provide clarity, orientation etc. if/when needed.

**Question 2.**

Could you please clarify the length, start and finish dates of the contract? What are the lengths of the initial period and options stated in the tables appearing in clause 2.0 of the Financial Proposal section? Section 6.2 of the contract doesn't give more information on this since it's written in generic terms with no specific dates.

**Answer 2.**

The contract will be allocated on a yearly basis and could run from April 2017 to March 2018 or January 2017 to December 2018 etc. The contract can be paid in full once all goods are rendered so they can be paid at the beginning of the contract.

**Question 3.**

What are your expectations in terms of hours invested by the resource? How many hours are required?

**Answer 3.**

As mentioned in question #1, There should be someone from the organization who is available during regular hours to answer questions and provide clarity, orientation etc. if/when needed.

**Question 4.**

Could you please clarify what is understood when the term resource is used in criteria M1? Do you refer to a person or to the bidding firm?

**Answer 4.**

The bidding firm.

**Question 5.**

In reference to section 3.1 of the Statement of Work section, how many managers will need to have access to the webinars?

**Answer 5.**

We have approximately 1100 managers that hold a permanent position at the CFIA.

ALL OTHER TERMS & CONDITIONS OF THE SUBJECT RFS REMAIN UNCHANGED.

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