

Q&A#4 – RFP – W6369-17-X014 – Office Ergonomic Assessments

Number	Questions/Answers/Amendments
Question 10:	<p>Section 2.2 Submission of Bids and Section 3.1 Bid Preparation Instructions It states in section 2.2 that bids must be received by the Contracting Authority as an electronic submission. It further states in Section 3.1 that Sections I-III are to be sent via email. However, under the Format of the Bid it states that the bid must use 8.5x11” paper. Please confirm that this is an electronic submission only.</p>
Answer 10:	<p>Yes, the response to this RFP must be submitted electronically.</p>
Question 11:	<p>MT1 of Solicitation No. W6369-17-X014 indicates that a Bidder must demonstrate that they have a minimum of three (3) years’ experience in providing office ergonomic assessment services to outside clients. However, the number of required clients is not defined. Are you able to provide clarification on the minimum number of Large Outside Clients the Bidder must have worked with in the last three (3) years?</p>
Answer 11:	<p>At a minimum, one (1) outside client from a large organization that meets all of the criteria of MT1 is required.</p>
Question 12:	<p>MT1 states that a large organization is defined as one that required a minimum of 30 office ergonomic assessments per month.</p> <ol style="list-style-type: none"> 1) Is there a minimum number of months where a provider must have completed 30 or more office ergonomic assessments in the past 36 months for each identified outside organization? 2) What evidence is required to prove that the bidder has provided a minimum of 30 office ergonomic assessments per month to the clients? Would historical statements from scheduling or billing software be appropriate?
Answer 12:	<p>1) MT1 is amended as follows:</p> <p>The Bidder must demonstrate that they have a minimum of three (3) years of experience prior to bid closing in providing office ergonomic assessment services to outside clients* from large organizations** in both official languages (English and French).</p> <p>The Bidder must provide the following background information:</p> <ul style="list-style-type: none"> • Name of outside client organizations; • Start and end date; • Roles and responsibilities; and • Language(s) of services provided. <p>*Outside client refers to a client that is external to the Bidder's own organization. Parent companies, affiliates, and subsidiaries are considered internal.</p> <p>**For the purposes of this solicitation, a large organization is defined as:</p> <ul style="list-style-type: none"> • An outside client with more than two (2) locations; and • Requiring a minimum of 30 office ergonomic assessments per month, for a minimum of 12 months, within the three (3) years of demonstrated experience. <p>2) At a minimum, the Bidder must provide the following evidence for MT1:</p>

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	<ul style="list-style-type: none">• Name of outside client organization(s);• Start and end date; and• Roles and responsibilities; and• Languages(s) of services provided. <p>The Bidder may submit any forms or documents, such as, but not limited to; scheduling or billing statements, which include the aforementioned evidence.</p>
Question 13:	<p>MT3 The Bidder must demonstrate that each proposed resource is registered in one (1) of the following groups. There must be at least (1) Registered Kinesiologist and at least (1) Registered Physiotherapist.</p> <p>Registered Kinesiologists and Registered Physiotherapists are equally qualified to perform office ergonomic assessments, and both are equally qualified to perform assessments/services relating to return to work, job coaching and other disability management and ergonomic activities. Given that ergonomics fall under the scope of work of both kinesiologist and physiotherapists, would you consider removing the requirement for having one resource from each of these occupations, and allowing two resources from the same occupation (ie. allow 2 kinesiologist, or 2 physiotherapists)?</p>
Answer 14:	<p>DND requires the skills sets of both a Registered Kinesiologist (R.KIN) and Registered Physiotherapist (PT Reg.). As such, MT3 remains as written.</p>
Amendment 1:	<p>The bid closing date is extended to Friday, 18 November 2016, 2:00pm EST.</p>