



REQUEST FOR SUPPLIER QUALIFICATIONS (“RFSQ”) DC-2017-JW-01 WRITING AND EDITING SERVICES ADDENDUM #01

RFSQ DC-2017-JW-01 Writing and Editing Services

Close Date/Time:

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14:00 hours
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| <u>Issue Date:</u> | February 2, 2017 | <u>From:</u> | CTC Procurement |
| <u>To:</u> | All Vendors | <u>E-mail:</u> | procurement@destinationcanada.com |

Below are answers to question(s) submitted in regards to the above noted RFSQ DC-2017-JW-01 Writing and Editing Services.

Q1. Do companies on the existing DC Writing Roster have to submit a response to this RFSQ?

Answer: This RFSQ for Writing and Editing Services is distinct from the DC Writing Roster currently in place which expires in 2017. Any companies currently on the Writing Roster that wish to work with DC after their contract expires will need to submit a response to the RFSQ for evaluation with the rest of the submissions.

Q2. Must a responding company qualify for all five of the service categories listed in Section D.1.4 to qualify, or may a respondent choose specific service categories to qualify for?

Answer: All categories are not required. Please specify within the table provided in Section D.1.4 which service categories you are interested in.

Q3. It appears that DC intends to qualify a company, which may include more than one qualified individuals. Is a single statement of qualifications, including the resumes of each of our qualified writers and editors, acceptable, together with related samples for the company as a whole?

Answer: It is DC’s intent to qualify individuals and/or companies/agencies. A single statement of qualifications is acceptable. However, in addition to resumes for each writer and/or editor, DC requires samples specific to each individual. This is imperative as we may request that the work be assigned to specific individuals at a company.

Q4. Must a responding company (or individual) provide three samples for each of the service categories listed (a total of 15 samples) to qualify?

Answer: Yes. Please submit three samples for each service category you are interested in.

Q5. When submitting a response, does it have to include both writing and editing services, or can we submit a proposal just for editing services (and provide only editing work samples for the E.1.2 requirement)?

Answer: Responses do not have to cover both writing and editing services. DC will accept responses for writing and/or editing services.

Q6. Please provide insight into a competitive, or expected, price range for the hourly rate?

Answer: The hourly rates requested are at the proponents' discretion. Please note that each proposal will be evaluated against the others and therefore DC suggests submitting a competitive proposal.

Q7. Section D.1.3 requires that proponents submit a resume. Do we need to submit a resume?

Answer: Yes. Please submit a resume as required per Section D.1.3.

Q8. Does the Events category in Section D refer to experience in attending industry and media tradeshows, in organizing these events, or both?

Answer: Section D refers to writing experience as it relates to events, such as event marketing collateral, event promotion, content, etc. No event attendance or organization is necessary.

Q9. What is DC's definition of 'storytelling' and how is it distinct from travel-writing?

Answer: Storytelling an immersive approach to travel-writing that engages the senses and often uses the power of narrative with a focus on the experience through written word and complimentary mediums.

Q10. How may I submit samples of my work if links to online work is not permitted in the submission?

Answer: Please submit screen shots or PDFs of any online work samples.

Q11. Please provide a native version of the RFSQ for ease of data entry.

Answer: Please see the native version of the both English and French versions provided.

Q12. Please define 'appropriate insurance' as referenced in Appendix 5.

Answer: Contractors are required to have the following insurance.

- Comprehensive General Liability ("CGL") in an amount not less than \$1,000,000 CAD per occurrence; insuring against bodily injury, personal injury and property damage;
- Professional Liability (aka Errors and Omissions Liability) insuring the Contractor's liability resulting from errors and omissions in the performance of professional services under the Contract in an amount not less than \$1,000,000 CAD per occurrence;
- The foregoing insurance shall be primary and not require the sharing of any loss by any insurer of the CTC; and
- Contractor shall provide the CTC with evidence of all required insurance when and if required.

Q13. Our company is a collaboration between two sole proprietors and is not incorporated. Much of the work product that will be submitted as work samples for this RFSQ will be jointly produced. Given this scenario, how does DC wish to receive a proposal?

Answer: Please submit one proposal as a company, with writing samples and resumes specific to each individual.

Q14. How would DC prefer to receive proof of editing, as outlined in Section D.1.4? Do you prefer to see only the final product or a before and after piece?

Answer: It is DC's preference to review the before and after proof of editing. However, DC will consider submissions of final products.

Q15. As per Section D.1 Mandatory Criteria, experience related to travel and/or the tourism industry is required. Is vast writing experience in related fields, but not specifically tourism, acceptable?

Answer: Section D.1 Mandatory Criteria outlines the mandatory requirements. Therefore, proponents that do not meet all the mandatory requirements outlined in Section D.1 will be disqualified. Vast writing experience unrelated specifically to travel and/or the tourism industry will not meet this specific requirement and therefore it would be disqualified.

Q16. Section F.1 Pricing, specifies firm, all-inclusive hourly rate". Does this include trip costs and expenses, such as tours, meals, accommodations, transportation, etc.?

Answer: In the unlikely event that DC requires that a Contractor travel as part of the services, it will be a cost separate from the hourly rate. All travel and expenses are as per the National Joint Council Travel Directive.

Q17. May I use the CTC as a reference and provide samples of previous work that was done for the CTC?

Answer: Yes. CTC is an acceptable reference. There are always new faces at DC and it is not guaranteed that the proposal evaluators have seen or read every writer's previous work, therefore it is acceptable to submit work samples that were done for CTC.