

**Solicitation No. 1000184651**

To All Offerors:

Please be advised that the Department has been asked for clarification relative to Solicitation 1000184651 and we would like to submit the following questions and answers to all prospective offerors to assist in the formulation of bid packages:

**AMENDMENT:**

1. For Stream 1 Point-Rated Criterion R2, change the title from Resource Project Summaries to "Bidder Project Summaries".

Question #1:

4.2.1 Technical Evaluation

Point-Rated Criterion Stream 1 – R2 – Resource Project Summaries

If the bidder is proposing more than one resource, are they required to submit two project summaries for each proposed resource, or two project summaries for the entire bid?

Answer #1

The bidder shall provide two project summaries describing previous/current experience of the bidder. The purpose of the project summaries is to evaluate the bidder, not individual resources. Note the above amendment to change title of the criteria to Bidder Project Summaries.

Question #2

4.2.1 Technical Evaluation

Point-rated Criterion Stream 1 – R2 Resource Project Summaries

Can a project summary describe work completed by a team if there were several proposed resource performing Research Analysis tasks on the project, or is each project summary limited to describing services performed by one proposed resource?

Answer #2

See Answer #1 above - the purpose of the project summaries is to evaluate the bidder, not individual resources.

Question #3

If a bid is successful, can new resources be added to the Standing Offer after award, provided the proposed new resources meet the minimum qualifications requirements?

Answer #3

There is no option to add resources after Standing Offer Award. Refer to Part 7, 7.16 Status and Availability of Resources – Standing Offer for information regarding substitution of resources.

#### Question #4

##### Part 5 – Certifications and Additional Information

Please clarify if there is a difference in the certification required for 5.1.1 and 5.2.1

#### Answer #4

While both refer to the same policy, 5.1.1 refers to the declaration of convicted offences which in accordance with the policy must be submitted if the company has any convicted offences similar to those listed in the integrity regime. 5.2.1 refers to requirement to provide the list of names of member of the board of directors or owners.

#### Question #5

##### Part 3 – Offer Preparation Instructions

The Offer Preparation Instructions state under Section IV that the Offer should include the Offeror's proposed site requiring safeguarding measures, however, Part 6 – Security Requirements states that this information is required with the bid submission. If so, should this information be included in Attachment III: Certifications, or as a fourth attachment?

#### Answer #5

As per Part 3.1.13, we request that the full site address be provided with the offer. It may be included as part of Attachment III, Certifications.

#### Question #6

What is the "Required Documentation" in relation to 5.1.1 Declaration of Convicted Offences and 5.2.1 Integrity Provisions as listed in Part 5? I was unable to locate a form via the provided links. Or do you require only a declaration statement acknowledging the terms, if applicable?

#### Answer #6

There is no specific form required. A declaration statement is sufficient.

#### Question #7

Related to R1.1 (Stream 1 Point Rated Criterion R1 Bidder's experience), should additional Research Analysis (RA) tasks be listed other than the three specifically listed, or ONLY those specifically listed?

#### Answer #7

Only those specifically listed.

#### Question #8

If a company presents two resources, A and B (i.e. two M1 tables), does it have to propose one project per resource, or can it present two projects carried out by only one of the two resources (i.e. two M1 tables made only by A and not by B)? From what I understand from the score in Table M1, the more qualifying resources are presented, the more points you have, correct?

#### Answer #8

A Table M1 is required for each Resource proposed. Two Project Summaries (Table M2) are required for the Bidder. See also Question and Answer #1 above.