

Q&A#2 – RFP – W6369-17-X014-A – Office Ergonomic Assessment Services

Number	Questions/answers/modifications			
Question 4	Would you consider changing the wording of RFP - W6369-17-X014/A to require a Registered Kinesiologist or Registered Physiotherapist?			
Answer 4	<p>DND requires the services of both a Registered Kinesiologist (R.KIN) and Registered Physiotherapist (R.PT) as and when needed throughout the period of the contract.</p> <p>MT3 is modified as follows:</p> <table border="1" data-bbox="410 541 1430 1648"> <tr> <td data-bbox="410 541 508 1648"> <p>MT3</p> </td> <td data-bbox="508 541 1101 1648"> <p>The Bidder must clearly demonstrate that both of the following resources have each provided office ergonomic assessments to an outside client* from a large organization** for a minimum of three (3) years combined experience, as of bid closing:</p> <ol style="list-style-type: none"> <u>Registered Kinesiologist (R.KIN)</u> Refer to the following link: http://www.coko.ca/en/home/apply/start-application; and <u>Registered Physiotherapist (R.PT)</u> A registration with any Canadian province is acceptable. Refer to the following link: http://www.physiotherapy.ca/Home. <p>*For the purpose of this solicitation, an outside client is defined as a client that is external to the Bidder's own organization. Parent companies, affiliates, and subsidiaries are considered internal.</p> <p>**For the purpose of this solicitation, a large organization is defined as an outside client with more than two (2) locations.</p> <p><u>Note:</u> The outside client proposed for MT3 does not need to be the same outside client proposed for MT1 and MT2.</p> </td> <td data-bbox="1101 541 1430 1648"> <p>The Bidder should provide, at a minimum, the following background information in order to meet MT3:</p> <ul style="list-style-type: none"> Name of the outside client; Start and end date (day/month/year); Brief description of the office ergonomic services provided by the Registered Kinesiologist (R.KIN); Brief description of the office ergonomic services provided by the Registered Physiotherapist (R.PT); and Language of services provided. <p>The Bidder <u>must</u> provide the following background information in order to meet MT3:</p> <p>A copy of the Certification, Diploma OR Registration number for <u>each</u> of the proposed resources</p> </td> </tr> </table>	<p>MT3</p>	<p>The Bidder must clearly demonstrate that both of the following resources have each provided office ergonomic assessments to an outside client* from a large organization** for a minimum of three (3) years combined experience, as of bid closing:</p> <ol style="list-style-type: none"> <u>Registered Kinesiologist (R.KIN)</u> Refer to the following link: http://www.coko.ca/en/home/apply/start-application; and <u>Registered Physiotherapist (R.PT)</u> A registration with any Canadian province is acceptable. Refer to the following link: http://www.physiotherapy.ca/Home. <p>*For the purpose of this solicitation, an outside client is defined as a client that is external to the Bidder's own organization. Parent companies, affiliates, and subsidiaries are considered internal.</p> <p>**For the purpose of this solicitation, a large organization is defined as an outside client with more than two (2) locations.</p> <p><u>Note:</u> The outside client proposed for MT3 does not need to be the same outside client proposed for MT1 and MT2.</p>	<p>The Bidder should provide, at a minimum, the following background information in order to meet MT3:</p> <ul style="list-style-type: none"> Name of the outside client; Start and end date (day/month/year); Brief description of the office ergonomic services provided by the Registered Kinesiologist (R.KIN); Brief description of the office ergonomic services provided by the Registered Physiotherapist (R.PT); and Language of services provided. <p>The Bidder <u>must</u> provide the following background information in order to meet MT3:</p> <p>A copy of the Certification, Diploma OR Registration number for <u>each</u> of the proposed resources</p>
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Question 5	<p>RT3 (on page 16 of RFP) states: The Bidder should clearly demonstrate they have the following resources available, as and when required by the Client:</p> <ul style="list-style-type: none"> Masters specialization in Ergonomics and/or Physiotherapy and/or Kinesiology or equivalent Master's degree. <p>Will you also accept a Post Graduate Diploma in Ergonomics?</p>			

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<p>Answer 5</p>	<p>RT3 is modified as follows:</p> <table border="1" data-bbox="412 285 1422 863"> <tr> <td data-bbox="412 285 493 863"> <p>RT3</p> </td> <td data-bbox="493 285 1000 863"> <p>The Bidder should clearly demonstrate they have the following resources available, as and when required by the Client:</p> <p>1. Certified Ergonomist (CCPE in Canada). Refer to the following link: http://www.ace-ergocanada.ca/index.php?contentid=139</p> <p>2. Registered Occupational Therapist (R.OT). A registration with any Canadian province or territory is acceptable. Refer to the following link: http://www.coto.org/registration/</p> </td> <td data-bbox="1000 285 1149 863"> <p>CCPE resource = 10 points</p> <p>R.OT resource = 15 points</p> </td> <td data-bbox="1149 285 1256 863"> <p>15</p> </td> <td data-bbox="1256 285 1422 863"> <p>The Bidder <u>must</u> provide the following background information in order to meet RT3:</p> <p>A copy of the Certification, Diploma OR Registration number for <u>each</u> of the proposed resources</p> </td> </tr> </table>	<p>RT3</p>	<p>The Bidder should clearly demonstrate they have the following resources available, as and when required by the Client:</p> <p>1. Certified Ergonomist (CCPE in Canada). Refer to the following link: http://www.ace-ergocanada.ca/index.php?contentid=139</p> <p>2. Registered Occupational Therapist (R.OT). A registration with any Canadian province or territory is acceptable. Refer to the following link: http://www.coto.org/registration/</p>	<p>CCPE resource = 10 points</p> <p>R.OT resource = 15 points</p>	<p>15</p>	<p>The Bidder <u>must</u> provide the following background information in order to meet RT3:</p> <p>A copy of the Certification, Diploma OR Registration number for <u>each</u> of the proposed resources</p>
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<p>Question 6</p>	<p>Annex "A" Statement of Work, 4.1 states: Follow-up appointments may be provided to employees to assess the changes that have been made with the recommended equipment, respond to any further concerns, and provide training, if applicable, on the use of adaptive hardware and software installed on their computer systems.</p> <p>Can you provide examples of adaptive hardware and software that have been used at DND?</p>					
<p>Answer 6</p>	<p>Examples of adaptive hardware and software that have been used include, but are not limited to, the following:</p> <ul style="list-style-type: none"> - Timers used to remind employees to take breaks; and - Voice recognition software. 					
<p>Question 7</p>	<p>If adaptive software such as voice recognition is recommended, are you expecting the ergonomist to teach the employee how to use this software? Usually that type of training is outside the scope of an office ergonomic follow-up.</p>					
<p>Answer 7</p>	<p>DND does not expect the ergonomist to teach the employee how to use the software. The expectation is for the ergonomist to know that the software exists in order to be able to recommend it as required.</p>					