

RFSO 1000169632 - AMENDMENT NO. 1

DELETE M1, M2 and R2 UNDER STREAM 1 – SPEECH WRITING FIRMS and STREAM 2 – INDIVIDUAL SPEECH WRITERS

AND REPLACE WITH :

STREAM 1 – SPEECH WRITING FIRMS

Bidder's Name:				
Item	Mandatory Requirements	Offer Ref. Pg. #	Reserved for DIAND	
			Pass	Fail
M1	<p>Professional Experience</p> <p>The Bidder MUST provide documentary evidence that they have ten (10) years experience writing English speeches with two (2) years experience in the last five (5) years delivering these services for a federal or provincial government Minister and a federal or provincial Member of Parliament. The years of experience are calculated on the closing date of this RFSO. The experience must be provided in the form of one (1) corporate curriculum vitae. In addition, the Bidder must have a team of at least three (3) speech writers with at least one (1) resource being a Senior Speech Writer and provide one (1) curriculum vitae within the corporate curriculum vitae for each proposed speech writer demonstrating the following:</p> <ul style="list-style-type: none"> • Chronological professional and academic background, including Senior and/or Junior speech writer level and experience (identify "Senior" or "Junior" as per the minimum resource requirements below) • Relevant areas of expertise • A listing of speeches completed for federal or provincial government and parliamentary clients • Professional designations and/or associations <p><u>Senior Speech Writer Requirements</u></p> <p>10 years experience</p> <p>*University Degree, College or CEGEP Diploma</p> <p><u>Junior Speech Writer Requirements</u></p>			

Bidder's Name:				
Item	Mandatory Requirements	Offer Ref. Pg. #	Reserved for DIAND	
			Pass	Fail
	<p>4 years experience</p> <p>*University Degree, College or CEGEP Diploma</p> <p>*Proof of education such as a photocopy of the University Degree, College or CEGEP Diploma must be provided with the bid.</p>			
M2	<p>Samples Showing English Speech Writing Experience</p> <p>The Bidder MUST provide three (3) samples of English-language speeches delivered within the last two (2) years calculated at the closing date of this RFSO and that were completed under a tight timeline (delivered within 24 hours of the request).</p> <p>These same samples will be evaluated under R2 Samples Showing Speech Writing Services.</p> <p>The samples must demonstrate the following:</p> <p>Sample One: A Keynote (Event) Speech written for a federal or provincial Minister (approximately 15 minutes in length)</p> <p>Sample Two: A general Event Speech written for a federal or provincial Minister (approximately 5 minutes in length)</p> <p>Sample Three: A Parliamentary Speech written for a federal or provincial Member of Parliament (approximately 10 minutes in length)</p> <p>For INAC definitions of Parliamentary and Event speeches, see the Scope of Work under the Statement of Work.</p>			

Offeror's Name:

Item	Point-Rated Criteria	Offer Ref. Pg. #	Reserved for DIAND	
			Min. Score/Passing Mark 75%	Max. Score
R2	<p>Samples Showing Speech Writing Services</p> <p>Evaluation of the three (3) samples of English-language speeches submitted under M2: Samples Showing English Speech Writing Services.</p> <p><u>Sample One:</u> A Keynote (Event) Speech written for a federal or provincial Minister (approximately 15 minutes in length).</p> <p><u>Sample Two:</u> A general Event Speech written for a federal or provincial Minister (approximately 5 minutes in length)</p> <p><u>Sample Three:</u> A Parliamentary Speech written for a federal or provincial Member of Parliament (approximately 10 minutes in length).</p> <p>For INAC definitions of <i>Parliamentary</i> and <i>Event</i> speeches, see the Scope of Work under the Statement of Work.</p> <p><u>Evaluation Criteria</u> (20 points per sample to a maximum of 60 points). Each sample will be evaluated based on the following criteria with two (2) points being given for each item:</p> <ol style="list-style-type: none"> 1) Logic, clarity and originality 2) Proper use of federal or provincial style guidelines 3) Correct grammar and spelling 4) Correct punctuation 5) Sensitivity to the issue and the audience 6) Rhythm and pacing 7) Sentence structure variety 8) Use of active vs. passive voice 9) Repetition of key words and points 10) Use of quotes and anecdotes 		45	60

Offeror's Name:				
Item	Point-Rated Criteria	Offer Ref. Pg. #	Reserved for DIAND	
			Min. Score/Passing Mark 75%	Max. Score
	<p>Excellent: Sample exhibits excellent presentation of subject matter. (60 points)</p> <p>Satisfactory: Sample exhibits satisfactory presentation of subject matter with a maximum of four (4) deficiencies per sample under the above criteria. (45-59 points)</p> <p>Unsatisfactory: Sample exhibits unsatisfactory presentation of subject matter with five (5) or more deficiencies per sample under the above criteria. (Below 45 points)</p>			

STREAM 2 – INDIVIDUAL SPEECH WRITER

Offeror's Name:				
Item	Mandatory Requirements	Offer Ref. Pg. #	Reserved for DIAND	
			Pass	Fail
M1	<p>Professional Experience</p> <p>The Bidder MUST provide documentary evidence that they have ten (10) years experience writing English speeches with two (2) years experience in the last five (5) years delivering these services for a federal or provincial government Minister and a federal or provincial Member of Parliament. The years of experience are calculated on the closing date of this RFSO. This experience must be provided in the form of a curriculum vitae demonstrating the following:</p> <ul style="list-style-type: none"> • Chronological professional and academic background as a senior speech writer as per the requirements below • Relevant areas of expertise • A list of speeches completed for federal or provincial government and parliamentary clients Professional 			

Offeror's Name:				
Item	Mandatory Requirements	Offer Ref. Pg. #	Reserved for DIAND	
			Pass	Fail
	<p>designations and/or associations</p> <p><u>Senior Speech Writer Requirements</u></p> <p>10 years' experience</p> <p>University Degree, College or CEGEP Diploma*</p> <p>*Proof of education such as a photocopy of the University Degree must be provided with the bid.</p>			
M2	<p>Samples Showing English Speech Writing Experience</p> <p>The Bidder MUST provide three (3) samples of English-language speeches delivered within two (2) years of the closing date of this RFSO that were completed under a tight timeline (delivered within 24 hours of the request). These same samples will be evaluated under R2: Samples Showing Speech Writing Services. The samples must demonstrate the following:</p> <p><u>Sample One:</u> A Keynote (Event) Speech written for a federal or provincial Minister (approximately 15 minutes in length)</p> <p><u>Sample Two:</u> A general Event Speech written for a federal or provincial Minister (approximately 5 minutes in length)</p> <p><u>Sample Three:</u> A Parliamentary Speech written for a federal or provincial Member of Parliament (approximately 10 minutes in length)</p> <p>For INAC definitions of <i>Parliamentary</i> and <i>Event</i> speeches, see the Scope of Work under the Statement of Work.</p>			

Offeror's Name:

Item	Point-Rated Criteria	Offer Ref. Pg. #	Reserved for DIAND	
			Min. Score/Passing Mark 75%	Max. Score
R2	<p>Samples Showing Speech Writing Services</p> <p>Evaluation of the three (3) samples of English-language speeches submitted under M2: Samples Showing English Speech Writing Services.</p> <p><u>Sample One:</u> A Keynote (Event) Speech written for a federal or provincial Minister (approximately 15 minutes in length).</p> <p><u>Sample Two:</u> A general Event Speech written for a federal or provincial Minister (approximately 5 minutes in length)</p> <p><u>Sample Three:</u> A Parliamentary Speech written for a federal or provincial Member of Parliament (approximately 10 minutes in length).</p> <p>For INAC definitions of <i>Parliamentary</i> and <i>Event</i> speeches, see the Scope of Work under the Statement of Work.</p> <p><u>Evaluation Criteria</u> (20 points per sample to a maximum of 60 points). Each sample will be evaluated based on the following criteria with two (2) points being given for each item:</p> <ol style="list-style-type: none"> 1) Logic, clarity and originality 2) Proper use of federal or provincial style guidelines 3) Correct grammar and spelling 4) Correct punctuation 5) Sensitivity to the issue and the audience 6) Rhythm and pacing 7) Sentence structure variety 8) Use of active vs. passive voice 9) Repetition of key words and points 10) Use of quotes and anecdotes <p>Excellent: Sample exhibits excellent presentation of</p>		45	60

Offeror's Name:

Item	Point-Rated Criteria	Offer Ref. Pg. #	Reserved for DIAND	
			Min. Score/Passing Mark 75%	Max. Score
	<p>subject matter. (60 points)</p> <p>Satisfactory: Sample exhibits satisfactory presentation of subject matter with a maximum of four (4) deficiencies per sample under the above criteria. (45-59 points)</p> <p>Unsatisfactory: Sample exhibits unsatisfactory presentation of subject matter with five (5) or more deficiencies per sample under the above criteria. (Below 45 points)</p>			