
**AMENDMENT # 1
REQUEST FOR STANDING OFFER (RFSO)**

**MEDIA RELATIONS SERVICES ON AS AND WHEN REQUESTED BASIS
for the Canadian Space Agency**

**Bid Submission Deadline:
November 2nd, 2017 at 2:00 pm (EDT)**

Submit Bids to:

Canadian Space Agency (CSA)
TENDERS RECEPTION OFFICE
Receiving/Shipping (between 8:00 am and 4:30 pm)
6767 Route de l'Aéroport
St Hubert, Quebec J3Y 8Y9
Canada

Or by email: asc.soumissionscontrats-contractssubmissions.csa@canada.ca

Attention: Alexandre Gentile

Reference: CSA File No. 9F015 – 20170405

NB: Please read this Request for Proposal carefully for further details on the requirements and bid submission instructions.



October 25, 2017

Amendment # 1

This amendment is to release the first set of questions and answers.

Question 1

Object: Seek to clarify the categories found in the table of annex "B": Basis of payment

At page 34 of the request for standing offer, can you provide a brief description of the following positions?

Project Manager
Senior Consultant
Intermediate Consultant
Junior Consultant

Answer 1

The positions and acceptable areas of experience are listed on p. 36 and 37. The supplier must demonstrate that they have access to a pool of qualified employees with different levels of experience (as set out in the bid solicitation) in order to perform various communications tasks, depending on the needs and the level of complexity.

Here are some tasks that the positions may involve:

- Project manager: Manage the client account and act as the point of contact for the CSA. Assess our needs and recommend the appropriate services and solutions. Provide various media relations services, depending on the needs and the complexity.
- Senior consultant: Serve as the most senior representative on the team. As required, provide high-level advice on very complex issues.

Important note: Only a senior consultant can give media relations training and coaching to CSA spokespeople.

- Intermediate consultant: Provide various media relations services (coordinate interviews, develop media strategies, position events, do media pitches, etc.), depending on the needs and the complexity.
- Junior consultant: Provide various media relations services (coordinate media interviews, provide support during media events, develop media lists, do media pitches, etc.), depending on the needs and the complexity.

Question 2

Object: Seek to determinate the category of a training expert.

Which of the above positions can act as training expert?

Answer 2

Only a senior consultant is permitted to give media relations training.

Question 3

Object: Add a clarification about the résumé of a resource.

Can I submit résumés from outside Quebec?

Answer 3

Yes, but please do not exceed the maximum number of résumés per position, as indicated on p. 33.