

Question 1

Can CMHC provide the mathematical formula for determining scoring criteria for column B 1-10? What criteria determines whether one evaluator gives a supplier a score of 3 versus another evaluator giving a score for the same supplier, same question a score of 6 as an example?

Answer 1

Please see Evaluation Scale attached

Question 2

Can CMHC verify why the financial weighting of your scorecard only equates to 42% of the award?

Answer 2

CMHC determined that a weight of 50 over 120 was adequate for the pricing proposal.

Question 3

Does the defined spend of \$1,350,000 in the RFP document pertain to a 3 year cumulative spend?

Answer 3

Yes. This amount refers to the initial term of 3 years.

Question 4

Of the \$1,350,000 spend over the initial term how much of that spend is represented in Branded Items?

Answer 4

Over the last 3 years, CMHC has spent about \$40,000.00 in branded office supplies.

Question 5

Could CMHC please confirm that the price holds associated with vendor discounts as well as the item list in Appendix B is for a 1 year period?

Answer 5

The vendor discounts are established for the initial term of the contract (i.e. 3 years) and the discounts are applied based on the Annual Sourcebook pricing of List pricing, Market pricing, etc. In the renewal option year discounts can be revised as long as both parties agree.

Question 6

What % of CMHC's total spend is represented from your Ottawa headquarters?

Answer 6

The percentage required is not available. CMHC National Office in Ottawa, CMHC Ontario Business Centre and CMHC Quebec Business Centre are the three largest spenders.

Question 7

What % of your total spend is represented by geographical remote locations? For example - Yellowknife: Sales of 10k or 50k and order 5x a year or as much as they want?

Answer 7

The percentage required is not available. There is very little total spend in remote locations. The Prairie & Territories handle purchasing for the remote location (Yellowknife).

Question 8

Will CMHC be answering questions prior to the November 5th deadline? If not, will CMHC consider extending the question period after November 5th if there are additional questions following the receipt of the initial answers to supplier questions?

Answer 8

Please note that as per amendment # 1, the closing date has been extended to 2:00 pm EST on November 24, 2017.

Question 9

In section (C) on page 13 of the RFP - Product discrepancies. Could the CMHC please clarify what is meant by product discrepancies?

Answer 9

Product discrepancies refers to products that have been shipped by the supplier that are not the products ordered, or not received at the correct delivery address, or defective products for example.

Question 10

Section J - page 13. Will the CMHC be sending out a list of the Branded Products that you are looking for the supplier to source and price? Could CMHC provide guidance on how they would like the vendor community to quote on Branded Items?

Answer 10

The Proponents are not required to submit a quote for Branded Products for this RFP process. The contractor should have the ability to provide a selection of branded merchandise based upon a pre-approved list of CMHC products. The vendor should also make this list available online for viewing purposes along with key information in regards to product details, pricing, minimum order requirements and processing times.

Question 11

Does your current supplier have inventory of Branded items that CMHC would be looking for the preferred vendor to buy back? How much inventory currently is sitting in inventory on the Branded Items of the bid?

Answer 11

There is no inventory – Items are purchased and manufactured on demand.

Question 12

Can CMHC provide a list of current Branded inventory with quantities currently on hand?

Answer 12

There is no inventory – Items are purchased and manufactured on demand.

Question 13

Section 4.11 - Can CMHC verify that the vendor ask is to provide an electronic file with discounts by category for your organization to complete the financial sampling analysis?

Answer 13

Please insert the price for the list of items in Appendix C based on your proposed discount pricing against same product in your annual sourcebook.

Question 14

Can CMHC please verify that they are looking for a fixed price on the listing of items in Appendix B?

Answer 14

Appendix B is the Evaluation Table. There are no pricing requirements here. Please provide the discounted prices for the items listed in **Appendix C**. Note that the list of products provided in Appendix C are all considered “List priced” and are purchased on a regular basis.
