

### Question 1

In the minimum and mandatory requirements specified for the various personnel categories (sections 3.4 and 3.5 of the RFP) the terms “graduate university degree” and “post-graduate university degree” are used. We assume that:

- “Graduate university degree” means undergraduate university degree, such as a B.A. degree; and
- “Post-graduate university degree” means a degree for which an undergraduate university degree is usually a prerequisite, such as an M.A. or Ph.D. degree.

Is that correct?

### Answer 1

Yes, that is correct

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### Question 2

Section 4.5 (c) states that “The offeror must provide...one example each of technical report, plain language publication...” We assume that the word “each” in this sentence means one report, publications, etc. for each person who is listed in our offer. Is that correct?

### Answer 2

Yes, this is correct.

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### Question 3

Section 4.5 (d) states that “The offeror must provide...additional reports that are attributable to the personnel in the offer, referenced in Template 2, and for which hyperlinks cannot be provided.” Furthermore,

- Sections 3.5.1, 3.5.3, and 3.5.4 require “demonstrated experience” of various types for all three personnel categories in three of the four streams. The only way to demonstrate experience is to cite examples of project work carried out by the individual – a reasonable assumption is 3 required referenced projects per individual.
- In addition, these same sections (plus 3.5.2) require that projects be referenced for each of three core competency areas (if 2 projects per core competency areas are referenced, this comes to 6 referenced projects per individual); and although not specifically required, probably an additional 2 projects per individual need to be referenced for the technical knowledge area.
- This is a total of  $3+6+2 = 11$  projects per individual. Some of these projects might be the same, so say an estimated 6 unique projects per individual would need to be referenced in Template 2.

We have not yet decided on the composition of our project team, but I expect we will propose on the order of 10 individuals. That would be a total of 60 unique referenced projects, most of which would not be hyperlinked. Based on the assumption that CMHC doesn’t really want to receive 50 hard copies of reports, our question is: Would CMHC consider changing the wording of section 4.5 (d) to: “The offeror must agree to provide upon request...additional reports that are

attributable to the personnel in the offer, referenced in Template 2, and for which hyperlinks cannot be provided.” ?

Answer 3

To fairly assess the personnel being proposed, all relevant documentation must be provided with the application. Submission of report extracts are acceptable. Relevant project reports (or extracts) should be provided electronically, in a separate file from the application (zipfile if necessary) if hyperlinks aren't available. They should be submitted in an organized manner, by personnel, for easy reference.

Question 4

Item 3 of the Evaluation Criteria in Appendix B, “Pricing,” states “Per diem rates, hourly rates, and any other pre-determined rates for each of the Project Manager, Senior Researcher, and Researcher positions are provided.” We assume that this means that a rate must be provided for each of these three personnel categories for each stream, but the rates for the same personnel category do not need to be the same between streams. For example the per diem rate of a Senior Researcher in the Socio-Economic stream could be different than the rate of a Senior Researcher in the Market Analysis stream.

Is that correct?

Answer 4

Yes, this is correct. The per diem rates may be different depending on the stream that is being applied to.

Question 5

Template 2 – Response to Statement of Work -- ... Part 2: Core Competencies has the following statement for all streams: “Information exceeding the space provided (approx. 250 words – Calibri 11) will not be evaluated.” We assume from the space provided in the template that this 250 word limit applies to each project that is summarized. Is that correct?

Answer 5

Yes, that is correct.

Question 6

Minimum Mandatory Qualifications and Experience for the proposed staff in the area of Market Analysis state as the requirement “a graduate or post-graduate degree in economics with strong mathematical or statistical background.” Please confirm whether or not other related degrees, for example in statistics, will be accepted for the Market Analysis research stream.

Answer 6

Yes, statistics is acceptable.

### Question 7

The RFSO document indicates that a response should contain a section referred to as “Offeror’s Qualifications.” The RFSO document in Section 4.4 specifies that for this requirement the offeror must include Template 1 and points to Section 7, Appendix D. While there is an Appendix D at the end of the RFSO document, Template 1 also has in the header a different title: “Template 2 – Response to Statement of Work – Socio-Economic, PART 1: Qualifications”. Template 2 is also a template for the presentation of qualifications of the proposed staff. This is confusing. Can you clarify, and provide another copy of Template 1?

### Answer 7

Template 1 asks for the minimum mandatory qualifications to be considered further for the RFSO. This is a screening tool, to ensure that offerors meet the mandatory minimum requirements for each category of personnel.

Template 2 provides space for further elaboration of the qualifications and specific expertise relevant to the specific research stream or streams being applied to. There is no need to repeat information provided in Template 1, mandatory minimum requirements.

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### Question 8

Can you clarify what materials and information should be provided within the Response to Statement of Goods and Services? Specifically, Section 4.5 in the RFSO document lists four required items. Item (c) is: “one example each of technical report [...]”. Does “each” refer to one example for *each* proposed personnel? Item (d) on this list is: “additional reports that are attributable to the personnel in the offer referenced in Template 2 and for which hyperlinks cannot be provided”. Can you clarify what specifically should be provided for this requirement and how it compares with item (c)? Do any additional reports *have* to be provided? How many?

### Answer 8

Yes, one example for each proposed personnel. (See answer to question 2)  
No, additional reports do not have to be provided.

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### Question 9

Template 2 Part 1: Qualifications and Experience requires offerors to provide for each proposed Senior Researcher and Researcher examples that demonstrate their education and professional experience. Can you clarify what information has to be provided in this section? E.g. what examples can be provided to *demonstrate* education?

### Answer 9

The offerors should highlight their academic work if relevant, such as a thesis topic or PhD research and highlight their professional experience and areas of expertise.

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Question 10

The RFSO (subsection 4.1) states that “Offers are to be organized and submitted in accordance with the templates provided and instructions in this section.” This includes completing Template 1 and Template 2 (subsections 4.4 and 4.5).

Template 1 and Template 2 provided in the RFSO are not electronically fillable. It will be time-consuming for each respondent to the RFSO to individually replicate these templates so they can be filled and submitted electronically. **Can CMHC provide these templates in a format (e.g., as a table in MS Word) that can be filled electronically and then pasted into an Offer document submitted in MS Word or Adobe Acrobat PDF?**

Answer 10

The templates are available in a fillable form on [buyandsell.gc.ca](http://buyandsell.gc.ca).

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Question 11

The RFSO (subsection 4.1) states that “Elaborate or unnecessarily voluminous offers are not desired”. **Given this guidance, is it acceptable to submit extracts rather than the entire documents for each example of a technical report or other documents requested under subsections 4.5 (c) and 4.5 (d)?**

Answer 11

Yes, extracts are acceptable.

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