

SEN-017 17/18 – GRAPHIC DESIGN

ADDENDUM NUMBER 2

QUESTIONS AND ANSWERS

QUESTION 1

They require an FTP. At the moment we use free dropbox with clients. If there is a requirement for the paid version that is fine but will they accept the free dropbox as fulfilling that portion of the mandatory?

ANSWER 1

The Senate Information Services Directorate does not endorse the use of DropBox or alternate cloud storage solutions managed by a third party given that Committee draft reports are considered highly confidential until tabled in the Senate.

For the FTP site, providing the name and version of the software used would be sufficient; copies of licence/invoices of the software are not necessary.

QUESTION 2

Is hard copy mandatory of portfolio samples? or can we provide digital on a USB Key?

ANSWER 2

No problem submitting on a USB key instead of paper.

QUESTION3

M3 It appears on this section that you are asking that we have 3 people working as you have asked for resumes. This is disqualifying qualified sole proprietors. So regardless the way this is worded I would not make mandatory as I do not have 3 people in y employ. I am able to supply all of the other requirements. Would you please consider amending this section to read resumes of at least one of the resources instead of three.

ANSWER 3

Given the volume, time sensitivity and often urgent nature of the work required, we do need to have a demonstration, by way of the 3 resumes, of sufficient personnel resources to cover off any emergency situations.

QUESTION 4

1. Whether companies from Outside Canada can apply for this?

(like, from India or USA)

ANSWER 4

Only companies from Canada can submit a proposal.

QUESTION 5

Whether we need to come over there for meetings?

ANSWER 5

In person meetings are not necessarily required.

Question 6

Can we perform the tasks (related to RFP) outside Canada?

(like, from India or USA)

ANSWER 6

No. See answer Q4

QUESTION 7

Can we submit the proposals via email?

ANSWER 7

Bids can be submitted via email.

QUESTION 8

On page 11 of the pdf: In section M3 Resumes of Resources

“The Offeror must provide resumes for a minimum of 3 of the Offer’s resources.”

I use companies that I have formed a long term working relationship with in the course of my work with my clients. It would be hard for me to put that in a resume format.

Would it be okay to list the companies and their websites along with a contact person that I use?

ANSWER 8

See answer Q3 re. The requirement for a sufficient and reliable demonstration of personnel resources.

QUESTION 9

Considering the Senate is willing to work with an agency through virtual communications as noted in the RFP, can I take this to understand that there will be no scoring metric associated with the geography of the agency?

ANSWER 9

That is correct also see answer to question 4.

QUESTION 10

Could you tell us what the annual spend for this RFSO has been in previous years?

ANSWER 10

Approximately \$14,238 annually.

QUESTION 11

For the FTP site and Software requirements therein, could you let us know how you would like us to verify these? Would you like us to provide access to our FTP site and/or provide licence/invoice copies of the software that we own licenses for?

ANSWER 11

Providing the name and version of the software used would be sufficient; copies of invoices are not necessary.

QUESTION 12

Could you please consider reducing the number of copies of the technical response to 1 like the Financial and the Certifications or alternatively only requiring a USB for all three or e-mail therein? We have a sustainability mandate and look to meeting that each year unless a client or a prospective client insists otherwise. Your assistance in supporting our Environmental concerns and Sustainability goals would be appreciated.

ANSWER 12

Yes no problem

QUESTION 13

Would you accept submitting our submission in PDF format, along with digital samples of our portfolio on USB or CD / DVD rather than in hard copy?

a. You allocate points for a green strategy, ecological strategy ... It would be more ecological to submit everything as well. It is also an increasingly common practice within the Federal Government for the submission of submissions.

ANSWER 13

Yes

QUESTION 14

Would you agree that we only submit our work samples in digital format, such as PDFs for example? Nowadays, customers make very limited prints in paper format; not at all - which makes it very difficult to get a paper version of the work done. The vast majority of our contracts today are delivered only in accessible WCAG 2.0 PDF format - without any printed copies ...

ANSWER 14

Yes

QUESTION 15

15. 1 I would like to know the estimated total amount of graphic design services for the relevant period, which is three years (from contract award to the end of the option year periods).

15.2 You indicate, as in the previous call for tenders, an approximate annual volume of 50-60 special studies resulting in the production of approximately 22 publications per year. But the real need of the last three (3) years turned out to be only finally that 6 reports spread over the total period of 3 years. It is very far from the account indicated in the call for tenders ...

In addition, the last standing offer included a right of refusal to the 1st qualified supplier. This right of refusal is now absent from the offer - that is to say, there will be up to a maximum of three offers concluded and the workload will be offered in competition to three suppliers ...

ANSWER 15

15.1 We cannot estimate the total amount of graphic design services for the relevant period including the option years.

15.2 The statistics cited are provided for context. Out of the average number of special study reports produced by the Senate annually, a small percentage may require the use of graphic design

services. Based on a number of factors, including the parliamentary sitting schedule, the issues studied and the reports produced, it is difficult to determine in advance if this percentage will increase or decrease on an annual basis.

15.3 The highest scoring candidate would always be contacted first.

QUESTION 16

May we deliver digital examples of design on a USB Key

ANSWER 16

Yes

QUESTION 17

When producing French copy, are we allowed to use French translator services for the French versions of the reports?

ANSWER 17

Your choice, as long as there is no cost to the Senate.

QUESTION 18

I see that in M4 the requirement for portfolio pieces only 1 has to be at the 10 grand or above having been produced in the last two years.

R2 portfolio states that all four projects need to be submitted have to be 10 grand and have completed in the last two years. Why is R not the same as M4?

ANSWER 18

The rated requirements do not have to match with the mandatory requirements.

QUESTION 19

This question is pertaining to the M2 / R2 Portfolio Section.

The Portfolio requests hard copies for all portfolio samples used excluding exhibit or billboard applications. Many of the graphic design projects that we do and would like to include in our portfolio were either never printed or are print on demand scenarios with our clients. As such we do not have hard copies of these publications. The request shows that we submit PDF copies which we will do as well as hard copies.

19.1 If we produce a digital copy for this proposal is that sufficient to satisfy the hard copy requirement?

19.2 If so and the document is hundreds of pages long is a digital hard copy of the cover and a cross section of inside pages sufficient?

19.3 We often create a collage inside the proposal showing the covers and inside pages for various samples with the description inside our proposals, these would of course then be printed as part of the hard copy of the proposal, is this sufficient?

19.4 Regardless of which option we go with to produce hard copies please confirm only one copy of "hard copy samples" is sufficient

ANSWER 19

19.1 Yes

19.2 Yes

19.3 Yes

19.4 Yes