

SOLICITATION 1000191585a / N° DE LA DEMANDE 1000191585a

ENGLISH

Question #1:

Do you look at letter of references in evaluation of the bid, and so would it be beneficial for us to add letter of references from partners?

Response #1

It is not mandatory to provide letters of reference, but can be provided to help substantiate experience submitted against the evaluation criteria.

Question #2:

Does each partner need to be listed on the “List of Interested Suppliers” for our bid to be eligible, or is this optional?

Response #2:

The LIS for a specific tender notice does not replace or affect the tendering procedures in place for the procurement. Businesses are still required to respond to bid solicitations and to compete based on established bid criteria. For more information please read the [List of Interested Suppliers Terms of Use](#).

Question #3:

In the Financial Bid, you request a breakdown on the Travel and the Subcontracted amounts.

3.1 Is it assumed that this amount is included in the Total Bid price?

3.2 For Table 3 – Subcontracted amounts: we are assuming the maximum we can pay to subcontractors is \$50 000, and again, this amount would be included in the Total Bid price, do we just specify the max we are estimating to pay out for this?

My question is: do we put in an amount that we won't pay more than?, then if we pay less that is still ok.

Also, do we need to specify in Table 1 where and what these amounts would be?

- 3.3 The bid asks for information on subsequent years, do you want Table 1, 2 and 3 replicated for each of the option years, or is it sufficient to specify they apply for years A,B,C,D and E?

Response #3:

- 3.1 To be clear, the 'Travel and Living Expenses' amount and 'Direct and Subcontracted Expenses' amount are separate from each other. Please refer to section 7.0 Total Bid Price for Evaluation where it explains which amounts will be used to determine the winning Bidder and the total contract amount:

7.0 Total Bid Price for Evaluation

The sum of the sub-totals of tables A1, A3, B1, B3, C1, C3, D1, D3, E1 and E3 constitute the Total Bid Price for Evaluation. The Total Bid Price for Evaluation will be used to evaluate the bids and award the Contract to the winning Bidder. Along with the travel and living expenses (A2, B2, C2, D2, E2), the Total Bid Price for Evaluation will form the Basis of Payment of the resulting Contract.

The Total Bid Price for Evaluation includes only 'Professional Services' and 'Direct and Subcontracted Expenses'. 'Travel and Living Expenses' should not be included in the calculation of the Bidder's Total Bid Price for Evaluation in Section 7.1.

'Travel and Living Expenses' will be included when calculating the total value of each RFP to meet the mandatory financial criteria in section 6.0: The total value of any contract resulting from this RFP shall not exceed the sum of \$200,000.00 in the first year, and \$200,000.00 in each of the four (4) one-year option periods should they be exercised, for a total cumulative value of \$1,000,000.00, taxes extra. This amount includes Professional Services, Travel and Living Expenses (if applicable) and all Direct and Subcontracted Expenses.

- 3.2 We provided an amount for the Direct and Subcontracted Expenses, i.e. \$50,000.00 as an estimate only. The Direct and Subcontracted Expenses can be less or more than the estimate. The Bidder is responsible for providing the Direct and Subcontracted Expenses mark-up percentage, the Direct and Subcontracted Expenses as well as the sub-total for each year, as detailed in the RFP. The sub-total for each year will be used to calculate the Total Bid Price for Evaluation, as described in section 7.0. Expense amounts specified under any contract cannot be exceeded without the approval of the contracting authority and the required contract amendments.

Table 1 should not include any Direct and Subcontracted Expenses, it should only include Professional Services, ie. The all-inclusive firm price for each milestone. The Direct and Subcontracted Expenses are separate from the Professional Services amounts as well as the Travel and Living Expenses amounts. See the first 5 paragraphs of Annex "B". Bidders should only be providing each amount in their associated labelled tables in the pricing schedule.

- 3.3 The Bidder must complete the pricing schedule in its entirety by filling out each of the three tables as instructed for the initial contract period as well as each of the four option periods. Each table provides instructions to the Bidder on what to complete in the table. These are mandatory requirements.

Question #4:

Can you clarify what changes were made to the Annex "B" from previous canceled RFP #1000191585?

Response #4:

Since this RFP cancels and supersedes RFP# 1000191585, Bidders are advised to respond to this RFP in its entirety and not compare to the previous canceled RFP.

That being said, clarifications were made to the instructions and layout of Annex "B".