



## Q & A REQUEST FOR PROPOSALS (RFP)

The Department of Foreign Affairs, Trade and Development (DFATD) would like to provide answers to the questions received in regards to RFP # 18-137399

### 1. Questions and Answers

The following question(s) have been received, and the department hereby answers as follows:

#### 1.1 Question No. 01:

- Question:

Part 3 – Bid Preparation Instructions, 3.1 (page 9):

Can the proposal (consisting of Section I, II, III) be submitted electronically only? If so, which email address should we submit the proposal to? Does the financial proposal require a password?

- Answer:

Yes, the proposal can be sent by email to the email address mentioned on the first page of the RFP ([itservices.aaci@international.gc.ca](mailto:itservices.aaci@international.gc.ca)). A password is not required for the financial section.

#### 1.2 Question No. 02:

- Question:

3.1, Section 1: Technical bid (page 11):

If we wish to include in our bid a non-resident Canadian, can a security clearance be obtained? If we wished to use non-Canadian (foreign) experts for the work, will they too be able to obtain security clearance for Canada?

Is a security clearance mandatory for team resources that conduct supporting project activities (e.g. project management, event coordination, website management)?

- Answer:

There is no requirement for the bidder to obtain a security clearance. (See amendment 01.) However, the bidder and the members of the bidder's team will be expected to sign a non-disclosure agreement with regard preventing them from releasing any information collected during the conduct of the legislative review of EDC or from using such information for purposes other than the conduct of the legislative review of EDC.



### 1.3 Question No. 03:

- Question:

Attachment 4.1, 1.2 Mandatory Requirements, M4 (page 20):

Is there any specific type of evidence you require for “demonstrating the bidder’s capacity to conduct all components of the project in both official languages (French and English)”?

- Answer:

There are no specific type of evidence required. However, bidders should make it amply clear that they have full capacity to conduct interviews, conduct information gathering sessions (town halls), maintain a website, respond to inquiries, interact with officials in both official languages. Bidders must also demonstrate that they have the capacity to submit the final report and other relevant documents in both official languages.

### 1.4 Question No. 04:

- Question:

Attachment 4.1, 1.2 Point Rated Requirements,  
R1.5/R2.5/R3.5/R4.5/R5.5/R6.5/R7.5/R8.5:

Does the team lead form part of the team resources (as outlined under R1.5/R2.5/etc.) or will she/he only be rated once under R1.6/R2.6/etc.?

- Answer:

The team lead can also act as a resource. Qualification and experience will be taken into account for the rating in both categories.

### 1.5 Question No. 05:

- Question:

Attachment 4.1, 1.2 Point Rated Requirements, R4.5/R5.5/R6.5/R7.5/R8.5:

Under R4.5/R5.5/R6.5/R7.5/R8.5 additional points are awarded for “studies or projects undertaken related to managing, analyzing, or advising on the governance of state-backed financial institutions”. Are we correct to assume that one specific study/project can only be awarded additional points once? In other words, do we understand correctly that it is NOT possible to list the same projects under R4.5, R5.5, R6.5, R7.5 and R8.5 and get awarded additional points every time?

- Answer:

Although the same projects can be used to demonstrate past experience in dealing with the specific criteria, the bidder should indicate which aspect(s) of the part project demonstrates experience related to the specific criteria being reviewed.