



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. 06:

- Question:

Attachment 4.1 Bid Evaluation Criteria, 1.1 Mandatory Requirements, M7
("The bidder must provide a workplan describing the level of effort, team resource allocation and timelines to address all elements of the Scope of Work. Bidders that do not allocate sufficient levels of effort or team resources or do not meet the timelines required will be considered non-compliant. Level of effort must be provided per diem based on a 7.5 hour working day."):

- a) What criteria will be applied to assess if sufficient levels of effort or team resources have been allocated by the bidder?
 - b) Did DFATD identify a minimum regarding the required levels of effort or team resources and if so, what is it?
- Answer:
 - a) The level of effort has to be realistic. A legislative review has been performed in the past and we have a sense of what's needed in order to make this legislative review efficient. This mandatory requirement will be assessed mostly on timelines.
 - b) There is no minimum required but the bidder has to ensure that the level of effort and team resources is adequate and does not affect any elements of the review.