



QUESTIONS AND ANSWERS

Project Title:	Research Analysis, Research Services and Document Management Services
Request number:	RFSO 1000198610 and RFSO 1000201460

<p>QUESTION 1: Is a CV required to supplement the completed Table M2 for each resource, for the purposes of M2 (2.1 One Proposed Resource in each Resource Category), and for R1 (Bidder Resource Experience), and for R3 (3.4 – Additional RA Resources; 3.5 – Additional RS Resources; 3.6 – Additional DM Resources)? In other words, do the evaluators expect to find everything required for full-points evaluation in the completed Table M2 for each resource, or will the evaluation be based on other supporting information (such as a CV) provided by the bidder?</p>
<p>ANSWER 1: Individual CVs are not required to supplement M2 tables. The individual information required for the mandatory criteria evaluation and the point rated technical criteria evaluation must be captured on the M2 table. A corporate CV is however part of the submission requirements. .</p>
<p>QUESTION 2: In relation to the above question, if a CV is required to supplement the information presented in the completed Table M2 for each resource, can the descriptions of work in the CV employ the verbatim statements from the Scope of Work found in the RFSO, or do you require project-specific details for each item in the Scope of Work?</p>
<p>ANSWER 2: No. Please see answer for question 1.</p>
<p>QUESTION 3: Can the same resource be proposed (and evaluated for points) in more than one service level? For example, can the resource proposed for RA(P) also be proposed as an additional RS resource?</p>
<p>ANSWER 3: Yes, a RA(P) resource can be proposed as an additional RS resource (and evaluated for points). However, four (4) different individuals must be proposed, one for each of the Resources Categories (RA-P, RA, RS, DM) in the Mandatory Technical Criterial.</p>
<p>QUESTION 4: Section 3.1, page 8, states that six hard copies of the Technical Offer must be provided. The reference letters described in M4 (4.4) are required to be “wet” signed. Since these reference letters appear in the Technical Offer, must the bidder therefore procure six “wet” copies of each reference letter?</p>
<p>ANSWER 4:</p>



No, only one (1) reference letter is required to be a wet copy, photocopies of the other five (5) are acceptable.

QUESTION 5:

Page 21, R3, 3.6 addresses additional DM resources. If a bidder, for example, proposes 9 additional qualifying DM resources under this section, will that bidder gain 4.5 points or 4 points? In other words, are half-points awarded under this section?

ANSWER 5:

Yes, half-points will be awarded under this section.

QUESTION 6:

On page 129, the description of the minimum experience requirements for a DM resource does not state a limited time period in which this experience is gained. Is the experience not limited by time frame, accumulated during the resource's entire career?

ANSWER 6:

No, there is no time frame limitation for DM.

QUESTION 7:

Can the bidder propose project summaries for projects that started before October 23, 2013 (the 5-year limit cited on page 13 of the RFSO) but were "completed" after October 23, 2013? If so, can the project summary include the time and work undertaken prior to October 23, 2013?

ANSWER 7:

Yes, project summaries can include projects started prior to October 23, 2013, however, work completed on the project prior to October 23, 2013 will not be evaluated. Only the time spent on the project within the five (5) year limit will be evaluated.

QUESTION 8:

On p. 20 under Bidder Capacity, 3.4 and 3.5, extra points are awarded for demonstrating additional qualified resources. Can the same individual be put forward in more than one category, e.g., can an RA resource also be an RS resource, or can an RS resource also be a DM resource? In such a scenario, separate M2 tables would be provided to demonstrate the required work experience performing the relevant activities.

ANSWER 8:

No. Extra points will not be awarded for a resource that may qualify in more than one (1) service category. That is, a Bidder cannot be awarded extra points if they put forward the fact that an individual qualifies for RA, RS and/or DM. Points will only be awarded for that resource in one (1) service category.

QUESTION 9:

Under Bidder Resource Experience 1.a) on p. 17, it is noted that 5 points will be awarded for an RA resource having 500 additional days of experience above the minimum of 220 billable days (for a resource with a relevant degree). Therefore, for a proposed RA resource with a relevant degree, a total of 720 billable days of RA experience must be demonstrated in M2 to meet the minimum (per



p. 128) and to get the 5 extra points for additional days. Furthermore, on p. 17 it is specified that an additional 6 points will be granted if the proposed RA resource has at least 30 billable days of experience in the additional tasks of RA-2, RA-4, RA-6, RA-7, RA-9, RA-10, RA-12, RA-13, RA-14, RA-15, and RA-17 as demonstrated in M2, which would total 180 days. Our question is this: to earn the 6 extra points, can these 180 days overlap with the 720 days (220 mandatory + 500 extra)?

ANSWER 9:

Yes, they can overlap.