



Matériel and Procurement Services
Procurement Hub – Fredericton
301 Bishop Drive
Fredericton, NB
E3C 2M6

F5211-190007

March 11, 2019

**Subject: REQUEST FOR PROPOSAL
Solicitation F5211-190007**

ADDENDUM #1

Further to the above mentioned Request for Proposal documentation previously forwarded to your firm, Addendum #1 is hereby issued.

Question 1:

Please provide some clarity on the all-inclusive hourly rate you are requesting.

On the last page of the RFP, you indicate you are requesting an all-inclusive hourly rate for an estimated level of effort of 187.5 hours (25 days). This 187.5 hours is the number of meeting hours expected in a year (i.e., 10 2-day meetings + 10 ½-day meetings = 25 days of meetings).

As you can understand, 25 days of meetings would also require additional time for preparation for meetings, travel/logistics time, preparing drafts, reviews/revisions of drafts, preparing final reports, and associated liaisons.

By “all-inclusive hourly rate” is DFO asking for:

1. Cost per meeting hour (i.e., this would roll in all costs plus all additional time as noted above and expenses); OR,
2. Cost per hour spent (i.e., cost per hour for each hour spent actually spent attending meetings, travel/logistics time, etc.)?

Answer: This answer would be #1 as noted above, Cost per meeting hour. This rate should encompass all expenses, travel, preparation and other costs.

Question 2:

In 2014 there was a similar note-taking RFP: F5211-140058. Could you please tell me:

1. Who won that did?
2. What was the cost of for each of years 1, 2, 3, etc. What was the total cost per year and what was the hourly rate?
3. Can you tell me how many companies bid for that project?

I cannot find an award posting in buy and sell.

Answer:

1. The Supplier for this contract was Dawn Steele
2. The total Contract cost was \$50,000, it was however managed as a standing offer and not a service contract with option years. In this case \$50,000 is not a yearly amount.
3. 1 bid was received.

Please note that the bid solicitation closing is March 14, 2019 at 14:00 Atlantic Standard Time.