

This Solicitation Amendment No. 2 is issued to:

1. Provide the following question and answer:

Q.1. CMHC has presented the proposal questions as a three-column table. Is this the exact format that you would prefer the response to be returned in? Or can proponents lay out the questions and responses to the full width of the page (keeping in mind CMHC prefers the response not to be an overly large document)?

A.1. For Appendix C, the Proponent should follow the instructions provided at the top of Appendix C (page 1): *“The Proponent should provide the following in its proposal in the same order and numbering as listed below.”*

There is no mandatory criteria for the Proponent to use the tables provided in Appendix C.

Q.2. Do Proponents have permission to use CMHC’s logo when preparing this proposal?

A.2. Proponents may use CMHC’s logo in its submitted proposal for RFP #000085 for Absence Management Services.

Q.3. Are there any specific challenges experienced by CMHC that you would like to focus proposed solutions on?

A.3. All required information is included in the RFP in order for Proponents to provide their proposed solution.

Q.4. Please confirm the Proponent will receive confirmation from CMHC of receipt of proposal?

A.4. As per Section 2.3 Deliver Instructions and Deadline of the RFP: *“Upon receipt of proposals, an automated confirmation will be issued by EBID to the sender's email address. It is strongly recommended that Proponents follow up with the inquiries person named in Section 2.4 should they not receive said confirmation within 30 minutes of submission.”*

Q.5. R1.1 Please confirm for which members you require resumes/bios?

A.5. The Proponent should provide Résumés for all personnel who would be assigned to the project, including subcontractors, if any.

- Q.6. Please confirm if average case duration of Short Term Disability (STD) claims includes days lost during transitional/modified RTW plans.
- A.6. Yes, the average case duration includes days lost during the modified RTW.
- Q.7. Does CMHC have its own “preferred provider” network and will Proponents be expected to use these preferred providers for IMEs and FCEs?
- A.7. No, CMHC does not have its own preferred providers for IMEs and FCEs.
- Q.8. Are part-time employees eligible for STD?
- A.8. Yes, permanent part-time employees are also eligible for STD benefits.
- Q.9. What is the STD qualifying period?
- A.9. Employee are eligible for STD benefits as of their first day of employment. Referral to the Proponent is done if absent ten (10) consecutive days or more.
- Q.10. **Re: R.2. Proponent Qualifications (b) (page 15 of Appendix C)** - In the interest of conciseness, will detailed bios suffice instead of resumes?
- A.10. Yes detailed bios would suffice instead of resumes.
- Q.11. 2.13 – Ownership of Responses. We are fine with our proposal becoming CMHC’s property. Given that we will be sharing proprietary information (e.g. processes, forms, systems), can you please clarify CMHC’s intent regarding having “all intellectual property right in those proposals and materials”? Specifically, do you expect to have rights over the information shared?
- A.11. As a Crown corporation, CMHC is subject to the federal legislation with respect to access to information and privacy. In certain specific circumstances, information submitted to CMHC by third parties may be required to be disclosed pursuant to federal legislation.

All information regarding the terms and conditions, financial and/or technical aspects of the Proponent's proposal which are of a proprietary or confidential nature, must be clearly marked "PROPRIETARY" or "CONFIDENTIAL". Proprietary and confidential markings shall be included beside each item or at the top of each page containing information that the Proponent wishes to protect from disclosure.

CMHC will take steps to protect Proponents’ documents and information so marked from disclosure. Notwithstanding the foregoing, CMHC shall have no liability of any kind to Proponents based on the inadvertent or unintentional disclosure of proprietary information.

Q.12. 4.7 – Other Information. This section references providing “other relevant financial information”. Will you review and consider non-financial information as well, or is the expectation that only financial information be provided?

A.12. The Proponent may provide other relevant information, but is not obligated to do so. Elaborate or unnecessarily voluminous proposals are not desired. Proponents are encouraged to take care in completely answering questions and proposal requirements and to avoid submitting extraneous materials that do not show how the Proponent intends to meet requirements.

All other terms and conditions remain unchanged.