

Question and Answer 1 to 13

Q1 - 7.1 some of the work will be performed on-site at the PPS' premises. The Supplier will be provided with a temporary workspace within the Parliamentary Precinct.

Are you able to offer precision as to the extent of "some of the work" means? On the basis of an estimated 100 hours of work per month, how much of it should be performed on-site?

A1 – We estimate approximately 10% of the work to be conducted on-site. For example, projects involving exhibits, displays, or presentations will require the graphic designer to evaluate the requirements in person. Additionally, the graphic designer may be required to work on-site and within a secured environment when preparing sensitive material.

Q2 - 7.2 The Supplier's resource could be required to attend meetings on a regular and ongoing basis.

Are you able to provide more precision of what is expected? Are these in-person or online meetings?

Will they occur on a weekly, monthly or quarterly basis?

A2 - Videoconferencing is used to conduct the majority of meetings. However, on occasion, meetings in person may be required if sensitive material is being discussed. We do not estimate that these meetings will be frequent.

Q3 - According to Part 3, item 5.5, there is no incorporation by reference and URL links to the bidder's website will not be considered to form part of the proposal.

a. Rated criterion R1 indicates that "the proposed resource's submitted CV assorted with an online portfolio will be evaluated..." What does "online portfolio" mean?

b. It is also indicated that the bidder should submit similar samples of work. Is one sample enough?

A3 - a. A link to a website will be accepted.

b. Yes, a single sample will be accepted.

Q4 - According to Appendix D, item 7, some of the work must be performed on site at the PPS's premises. Would you consider allowing all the work, except for meetings, to be performed at the bidder's premises? Otherwise, we would have to decline the request for proposals.

A4 - 10% of the work is performed on site.

Q5 - Do we email the proposal or have a link to the proposal? If it is email, what is the max size of the proposal?

A5 - As per the RFP, proposals MUST be received electronically via email only. There is no limitation of size.

Q6 - In reviewing the documentation it states in Appendix E how the financial evaluation will be completed, however it does not state how the technical evaluation will be completed. Can you provide an explanation of how the technical rated will be evaluated?

A6 - The Rated Criteria will be based on a set of qualification mentioned in R1 such as online portfolio and past sample work. The official grading scheme is not mentioned since there is no minimum pass mark.

Q7 - Are meetings included in the approx. 100 hours of graphic design work per month or are meetings additional times?

A7 - Meetings are included.

Q8 - Does the graphic designer have to be bilingual?

A8- No.

Q9 - On Page 30 (7.1), it states, "Some of the work will be performed on-site at the PPS' premises." Approximately what percentage is on or off site?

A9- Approximately 10% on site.

Q10 - Do you work on Macs or PC? Is the software Adobe Creative Cloud?

A10- PPS currently works with PCs and Adobe Creative Cloud will be on the workstation.

Q11 - Is there an option to offer a rotation of 2 or 3 graphic designers?

A11- Yes, as long as they meet the requirements set.

Q12 - Once awarded, when does the contract begin?

A12- The expected start date will be May 13th, 2019.

Q13 - Can the daily per diem rate reflect an annual cost-of-living adjustment (COLA) increase; should the term of the contract be extended past one year?

A13- As of right now the contract established will be for 1 year with 4 (1) year option period. The option period will be exercised at the discretion of the Project Authority (PA). That being said annual cost-of-living adjustment may be accepted but would be at the PA's discretion.