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**Bid Fax: (819) 997-9776**

**SOLICITATION AMENDMENT**

**MODIFICATION DE L'INVITATION**

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

**Comments - Commentaires**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
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**Issuing Office - Bureau de distribution**

Communication Procurement Directorate/Direction de  
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360 Albert St./ 360, rue Albert  
12th Floor / 12ième étage  
Ottawa  
Ontario  
K1A 0S5

<b>Title - Sujet</b> POR - Qualitative	
<b>Solicitation No. - N° de l'invitation</b> 35035-182346/A	<b>Amendment No. - N° modif.</b> 001
<b>Client Reference No. - N° de référence du client</b> 35035-18-2346	<b>Date</b> 2019-05-31
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$CY-021-77045	
<b>File No. - N° de dossier</b> cy021.35035-182346	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-06-07</b>	<b>Time Zone</b> Fuseau horaire Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Amaral, Paola	<b>Buyer Id - Id de l'acheteur</b> cy021
<b>Telephone No. - N° de téléphone</b> (613) 998-8588 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Delivery Required - Livraison exigée</b>	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm (type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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### **AMENDMENT 001**

The purpose of this amendment is to answer questions pertaining to this solicitation.

#### **Questions and Answers:**

##### **Question 1:**

***On page 28, bullet 13 – there is a reference to an audio-video link for off-site observers. This is something that is available at some facilities and not at others and is always a big extra cost. Should we assume that you want a live audio-visual link at all 144 sessions? If so that will have major cost implications.***

##### **Response 1:**

Suppliers should assume that audio-video recordings are required for all focus group sessions. Arrangements should also be made to permit observers to observe all sessions in person from a separate room.

##### **Question 2:**

***On page 28 bullet number 14 – it makes a reference to “tape transcripts” – can you clarify if that means you would want actually written transcripts of all groups in their original languages? If so this is a major additional cost so just want to be certain about that.***

##### **Response 2:**

We do not require written transcripts.

##### **Question 3:**

***On page 18, bullet 16 it mentions requiring simultaneous translation from French to English for 36 out of 144 session. In recent years PCO staff have all been bilingual and this has not been required for any Government of Canada qualitative projects. Just wanted to make sure you really want this to be included in the costing.***

##### **Response 3:**

For costing purposes, suppliers should assume simultaneous translation from French to English is required for a maximum of 36 out of 144 sessions.

##### **Question 4:**

***There are several references on page 18 to “in the official language” chosen by the project authority with regard to the language of reports or briefings. Can you give any estimate of how often (or whether) the project authority might ever insist that briefings and initial reports be in French and need to be translated to English (as opposed to vice versa)? Or can we assume that reporting could always be in English to be translated to French upon approval of the final report?***

Response 4:

We cannot estimate how often we will request reports or briefings in French.

**Question 5:**

***Can you confirm that we should NOT include any direct costs for client catering? It looks like you only want us to cost out facility rental and refreshments for participants. In that case should we assume that any PCO observers would be responsible for their own meals and that we should make no allowance for this?***

Response 5:

Client catering should not be included in the direct costs; observers will be responsible for their own meals.

**Question 6:**

***The Attestation sample provided on page 57 refers to “name of contractor” as opposed to “name of researcher”...We are proposing some senior researchers as part of our team who are not employees of our firm and would therefore be referencing projects they have worked on while working for themselves or for other research suppliers – is the “name of contractor” the individual person who is listing that project or is it the company that they worked for?***

Response 6:

In the case of a senior researcher who is not an employee of the supplier's firm, “name of contractor” can refer to the senior researcher.

**Question 7:**

***When we cost out the optional online focus groups as requested, what assumption should we make for number of participants? For the in-person sessions you want each session to have 8-10 participants. But as you know when we do online/phone focus groups we typically have more like 5 or 6 participants since it can be cumbersome to have too many people on a conference call together. So for the costing can we assume a smaller number of recruited participants?***

Response 7:

Suppliers should assume that online focus groups will have no more than 6 participants per group.

**Question 8:**

***In Section 2. Point Rated Technical Evaluation Criteria, R.4 Sample Projects – Senior Researcher (Page 49 of 57), can you please confirm that a total of two sample projects can be provided as long as the proposed Senior Researchers conducted at least two sessions in the language being proposed for each?***

Response 8:

Solicitation No. - N° de l'invitation  
35035-182346/A  
Client Ref. No. - N° de réf. du client  
3503-18-2346

Amd. No. - N° de la modif.  
001  
File No. - N° du dossier  
cy021.35035-182346

Buyer ID - Id de l'acheteur  
cy021  
CCC No./N° CCC - FMS No./N° VME

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A sample project can be submitted for more than one proposed senior researcher if the project sample submitted meets the criteria outlined in M.3.

**Question 9:**

***Regarding Section B2.3 on page 37, it is difficult to anticipate travel costs without knowing the locations. Are there specific cities upon which we should be basing these costs? How should travel and living expenses be broken down -- should it be by category (e.g., accommodation, food, incidentals, taxis, etc.) or by specific city or in some other way?***

**Response 9:**

As specified in Annex "A", specific locations and dates for each focus group cycle will be finalized in conjunction with the project authority. The research firm should assume that focus groups will be conducted in various regions across the country, in both larger and smaller centres.

The supplier should provide a breakdown that covers all travel and living expenses.

**Question 10:**

***Is there a minimum incentive to be paid to participants?***

**Response 10:**

There is no minimum incentive. As indicated in Annex "A", the research firm may propose recruiting by the method, or combination of methods that they believe suitable and effective for this requirement considering the target population and geographic locations.

**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.**