

**Question Answer Document**  
**Facilitation Services and Policy Development (Writer) for Indigenous Engagement**  
**DISO-CEAA-402083**

Question 1:	May we please have the RFP in a format that allows for search for key words and copying text from the RFP? This saves much time so we do not have to retype the requirements etc.
Answer 1:	Yes, we have provided the word document published on GETS.
Question 2:	Is this a PSAB set aside? I do not see this stated on the Buy and Sell listing but I saw the PSAB forms in the RFP.
Answer 2:	No, this is not a PSAB set aside, however we ask any Aboriginal suppliers to self identify themselves.
Question 3:	Could the Crown please clarify the evaluation methodology that will be used to evaluate and award the Standing Offer Agreements (SOAs)? (i.e. weight of technical evaluation criteria vs financial evaluation criteria)
Answer 3:	An offer <b>MUST</b> comply with the requirements of the Request for Standing Offer to be considered responsive. A responsive offer includes both the technical offer and the financial offer. All responsive offers that meet all the mandatory technical evaluation criteria and have submitted a financial offer will be recommended for issuance of a Standing Offer Agreement. Note there is no weight of technical evaluation criteria vs financial evaluation criteria.
Question 4:	Does the Crown have an estimate for the number of SOAs it intends to award under this solicitation?
Answer 4:	No, we don't have an estimate of the number of SOAs that will be awarded but each callup will be within the financial limit of \$100,000.
Question 5:	Will offers be evaluated and SOAs be issued against the RFSO as a whole (including the technical and financial evaluation criteria), or will they be evaluated/awarded individually for Stream 1 and Stream 2?
Answer 5:	Offers will be evaluated and SOAs issued individually for Stream 1 and Stream 2.
Question 6:	Are we permitted to submit the same proposed resource(s) on both Stream 1 and 2 (so long as they meet the requirements), or should separate resource(s)/teams be proposed for each?
Answer 6:	Yes, you are permitted to submit the same proposed resource for both Stream 1 and 2.
Question 7:	Is it necessary for bidders to bid on both Stream 1 (facilitation services) and Stream 2 (policy development)?
Answer 7:	No, bidders may bid on either Stream 1, Stream 2 or both streams.

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Question 8:	If a bidder bids on both streams, can there be a separate team of resources for each Stream?
Answer 8:	Yes.
Question 9:	<p>M1 - I have extensive experience in the unique rights of Indigenous groups in many of the issue areas listed. These include land claims, self government negotiations, federal initiatives with environmental implications that are negotiated with First Nations, many issues that are relevant to sustainability and Indigenous rights, but none specifically involving impact assessment processes. Is that sufficient or would I be disqualified? Do you also consider strategic planning, communications and engagement experience in these areas?</p> <p>Excerpt:  ** Relevant experience is in providing research, analysis and advice in relation to impact assessment and the unique rights, interests and circumstances of the First Nations, the Métis Nation and/or Inuit in Canada. Related to one or more of: health, social, economic and cultural impacts; Indigenous knowledge; resource development; environmental monitoring; Crown-Indigenous relations and reconciliation; and, best practices for Indigenous participation, collaboration, and partnership.</p>
Answer 9:	Yes we consider experience in areas with environmental implications relevant to sustainability to be considered sufficiently related to the areas of experience listed. We also consider experience in engagement and communications as we consider those falling under best practices for Indigenous participation, collaboration, and partnership.
Question 10:	<p>In your Q&amp;As posted this morning, Q2 says that this is not a PSAB requirement.</p> <p>On page 16 of the RFP it states . . . 2.2 Aboriginal Suppliers This procurement is set aside under the federal government Procurement Strategy for Aboriginal Business.</p> <p>On page 39 it states . . . 1. This procurement has a component of set aside under the federal government Procurement Strategy for Aboriginal Business</p> <p>Given the nature of the work, engaging Indigenous peoples I expected that there would be set-asides.</p> <p>Please confirm if the RFP is for a set-aside or if there will be SOAs issued to Aboriginal firms.</p>
Answer 10:	See amendment #1.

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Question 11:	<p>Under Annex B Section 1, Per Diem Rates (p. 30), the RFSO states that "the Offeror MUST respond to this pricing schedule by inserting in its financial bid for EACH of the periods specified herein its quoted firm ALL-INCLUSIVE PER DIEM RATE (in \$CDN) for EACH Proposed Resource identified."</p> <p>We read this as meaning that we should include an all-inclusive per diem rate for each proposed resource (i.e., for each team member). However, on the following page under Section 4, it appears as though you are looking for a firm all-inclusive per diem rate (i.e., a combined per diem rate for all proposed resources). Can you please confirm if you are looking for a per diem rate for <u>each</u> proposed resource or a single combined per diem rate for <u>all</u> proposed resources?</p>
Answer 11:	<p><b>The rate should be a common rate for all proposed resources.</b></p>
Question 12:	<p>Will documents produced through this work (ie: policy papers and discussion papers) bear the selected consultant's name or logo or will they be branded as CEAA documents.</p>
Answer 12:	<p><b>The Crown controls the Intellectual Property.</b></p>
Question 13:	<p>Under the Mandatory Technical Criteria for Stream #1 M1 it reads:  <i>The Bidder MUST demonstrate that at least one of the bidder's Proposed Resource(s) has a minimum of five (5) years of experience facilitating workshops or meetings with Indigenous peoples in Canada. The Bidder MUST provide a curriculum vitae (cv) for each Proposed Resource named in their proposal.</i></p> <p>Does this mean that as an organization, we could propose multiple resources, but as long as one of them has more than 5 years of experience we will meet the technical requirements? And will the additional resources who don't meet this requirement be considered for call-up if we are successful in our application?</p>
Answer 13:	<p><b>Yes. CEAA will assign potential work under a call-up based on the expertise of the bidder and their proposed resources. It is incumbent upon the bidder to propose only resources that meet the criteria.</b></p>
Question 14:	<p>Under the Mandatory Technical Criteria for Steam #1 M2 it reads:  <i>The Bidder MUST demonstrate that at least one of the bidder's Proposed Resource(s) has experience facilitating a minimum of ten (10) workshops or meetings with Indigenous peoples in Canada within the last five (5) years.</i></p> <p>If we have a resource who doesn't meet the 5 year minimum requirements for experience, but has over 10 workshops/meetings experience would they be considered to meet the minimum?</p>
Answer 14:	<p><b>A resource who can demonstrate having experience facilitating a minimum of ten (10) workshops or meetings with Indigenous peoples in Canada within the last five (5) years would be considered under M2.</b></p>

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Question 15:	We have a mix of resources, some with over 5 years of experience, and some with over 10 workshops or meetings, and not all of them cross-over in both areas of experience. I'm wondering if it's acceptable to have proposed resources listed that meet one of the requirement areas, not both, as long as between them they meet both requirements?
Answer 15:	CEAA will assign potential work under a call-up based on the expertise of the bidder and their proposed resources. It is incumbent upon the bidder to propose only resources that meet the criteria.