

**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>The rate should be a common rate for all proposed resources.</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>The Crown controls the Intellectual Property.</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>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.</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>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.</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.
Question 16:	Why was the Aboriginal Set-Aside requirement deleted/removed from this RFSO? As an Indigenous-owned firm, we're now at a disadvantage when it comes to competing against the MNPs of the world. Clarification would be appreciated.
Answer 16:	No, this is not a PSAB set aside. In terms of qualifying for a Standing Offer, this solicitation is open to both non-Aboriginal as well as Aboriginal suppliers to ensure availability of sufficient resources to meet the Project Authority's needs. We ask any Aboriginal suppliers to self identify themselves, including those Aboriginal suppliers that are not registered under PSAB. Qualified Aboriginal standing offer holders of record within the category of required services at the time of the Call-up issuance will be given priority where they meet the requirements of specific call-ups and may be considered exclusively at the sole discretion of the Project Authority.
Question 17:	Stream 1, M2 and Stream 2, M2 of the RFSO, requires the proponent to provide client reference contact information. Does CEAA plan to contact all references submitted, or would you like us to identify key contacts that CEAA can contact?
Answer 17:	CEAA reserves the right to contact any and all references submitted. It is incumbent upon the bidder to ensure that the appropriate references are provided where requested.
Question 18:	For Stream 1 (Facilitation Services), R1: it states that "further to the Bidder's response under M1, the proposed resource's (singular) experience will be subject to point rating" (related to number of years of experience). Can you confirm that this rating is only related to the one proposed resource in M1 ("at least one of the bidder's proposed resources has a minimum of five years of experience...")? Meaning, other proposed resources under this stream will not be rated against R1 criteria.
Answer 18:	Yes, that is correct.
Question 19:	For Stream 2, M2, it states: For each Proposed Resource, the Bidder MUST provide a project summary with examples of a minimum of two (2) policy reports or discussion papers that the Proposed Resource has authored."... Can you please elaborate on this requirement? Our understanding is that every resource in Stream

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	2 needs to show 2 project summaries where they have authored a policy paper / discussion paper. And within that project summary, you need to demonstrate your ability to meet the criteria stated. More than one resource can be associated with a project summary. Please confirm if that is the right understanding.
<b>Answer 19:</b>	<b>Yes, that is correct.</b>
<b>Question 20:</b>	Can you please let me know if there is a set aside for this bid? Also, will I be able to put in two separate bids - one for the set aside and one not?
<b>Answer 20:</b>	<b>No, this solicitation is not subject to a PSAB set aside. However, we ask any Aboriginal suppliers to self identify themselves. Please see the latest Q&amp;A and Amendment document posting.</b> <b>Given that there are 2 separate streams, Suppliers can indeed submit more than one (1) bid if they wish.</b>
<b>Question 21:</b>	Annex B 'Basis of Payment Form' provides two fields to name a proposed resource for Stream 1 and Stream 2. Are we able to submit more than two proposed resources that meet the mandatory and rated requirements for each Stream?
<b>Answer 21:</b>	<b>Yes</b>
<b>Question 22:</b>	On page 11 of the RFSO, under Stream 2 - Policy Development, Mandatory Requirement M2, CEAA states, ' For each Proposed Resource, the bidder must provide a project summary with examples of a minimum of two (2) policy reports or discussion papers that the Proposed Resource has authored. Does CEAA require the proponent to submit the authored policy report or discussion papers as an appendix with their submission?
<b>Answer 22:</b>	<b>Yes</b>
<b>Question 23:</b>	How do I get a 'Procurement Business Number" noted on page 7?
<b>Answer 23:</b>	<b>Please see the following link - <a href="https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/register-as-a-supplier">https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/register-as-a-supplier</a></b>
<b>Question 24:</b>	As this is a bid that is national in scope, there are some challenges with submitting as an Aboriginal Business. Depending on how the call-ups to the standing offer come up, I will be working with different Aboriginal Businesses to fulfill the scope of work. I'm trying to determine if I should submit separate responses to the standing offer for different geographies.
<b>Answer 24:</b>	<b>This solicitation is not subject to a PSAB set aside. However, we ask any Aboriginal suppliers to self identify themselves. Please see the latest Q&amp;A and Amendment document posting.</b>

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	Given that there are 2 separate streams, Suppliers can indeed submit a separate bid for each stream.
Question 25:	Providing that our firm is successful in securing a standing offer agreement based on the bid and resources we put forward initially, will it be possible to add additional resources to our agreement after the fact?
Answer 25:	<p><b>BI-ANNUAL REFRESH OPTION</b></p> <p>CEAA may issue a Bi-Annual Refresh Option for services under this Request for Standing Offers (RFSO) at its sole and absolute discretion.</p> <p>The Refresh Option will solicit:</p> <ul style="list-style-type: none"> <li>• New bidders to become Suppliers under this Standing Offer Method of Supply.</li> </ul> <p>Existing Standing Offer Agreement (SOA) holders at the time of the Refresh Option period will not be required to re-qualify for a SOA.</p>
Question 26:	How is the financial evaluation being weighted compared to the technical evaluation?
Answer 26:	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.
Question 27:	Given the deadline for the RFSO (Wednesday, September 4) is only 6 working days away, we request that CEAA consider extending the deadline for this RFSO.
Answer 27:	Yes, we have extended the bid closing date to Wednesday, September 11 <sup>th</sup> .
Question 28:	For Stream 2 - Policy Development (Writer), M4 states "Should the Bidder submit a Proposed Resource who will provide services in French, the Proposed Resource <b>MUST</b> be bilingual (fluent (speaking, reading and writing comprehension) in both official languages of Canada – English and French). This requirement implies that it is not mandatory to submit a proposed resource who will/can provide services in French. However, a review of section 14 of the Statement of Work, implies that it may be mandatory or at a minimum, advantageous, to submit a proposed resource who can provide services in French. Specifically, section 14 of the SOW states "While the Contractor resources must be fluent, both written and verbal, in English, <u>for CEAA requirements that require French language communication, Contractor resources must be fluent in French (speaking, reading and writing</u>

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	<u>comprehension</u> ). All communication and deliverables must be provided in English or French, depending upon the official language used by the Indigenous organization hosting the relevant workshop or focus group.” Can you please clarify the requirements related to the delivery of services in both official languages?
<b>Answer 28:</b>	<b>Depending on the geographical service area, we may require resources to have the ability to communicate in French. If the supplier identifies a resource as fluent in French, the resource must be bilingual in both official languages.</b>
<b>Question 29:</b>	The templates provided in Annex B - Basis of Payment, provide space for only two proposed resources per stream per year. Can you please clarify if this template is for illustration purposes only and that there is no limit on the numbers of resources who can be proposed for each stream and for each year.
<b>Answer 29:</b>	<b>It is for illustration purposes only. You may submit more than 2 resources for each Stream.</b>
<b>Question 30:</b>	Can you clarify whether the client has a preference for the same bidder/supplier to be delivering services under both streams or is it anticipated to be equally effective to have a different supplier for each of Stream 1 and 2?
<b>Answer 30:</b>	<b>The client has no preference, it would be equally effective to have a different supplier for each Stream 1 and 2.</b>
<b>Question 31:</b>	Can you please clarify how the Point-Rated Technical Criteria, as specified in section 1.2 of Part 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION are factored into the overall evaluation? Furthermore, the tables provided in section 1.2 indicate there is no minimum number of points. If a bidder meets the requirements of M2 for Stream 2 but is scored very low for R1 for Stream 2, can that bidder still be considered to have a responsive bid?
<b>Answer 31:</b>	<b>Yes, the technical points are not a factor in the Basis of Selection.</b>
<b>Question 32:</b>	Can you please advise on the process that will be taken by CEAA to award work under the standing offer to those bidders who have been awarded a standing offer? Specifically, is it anticipated that more than one bidder who has been awarded a standing offer will be invited to compete for each call-up or will call-ups be offered/assigned to one successful bidder only, at the discretion of CEAA?
<b>Answer 32:</b>	<b>There is no competition for the allocation of work as it is at the discretion of the Project Authority.</b>
<b>Question 33:</b>	Please clarify whether bidders’ technical responses are to only address the Mandatory and Point Rated Criteria provided (pp. 9-13) or whether the technical response should also “explain and demonstrate how they propose to meet the requirements and how they will carry out the Work” (as per p.7 of the RFSO).

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Answer 33:	Technical response should also explain and demonstrate how bidders propose to meet the requirements and how they will carry out the work.
Question 34:	Are you looking for proposals to scope engagement work for the entire country, or are you considering proposals that will scope work within specific regions (for example, could we propose a workplan for Northern Ontario)?
Answer 34:	Call ups issued on the standing offer would be for work within specific regions, so yes we will consider proposals that will scope work within a specific region.