



QUESTIONS and ANSWERS SERIES # 1

Questions and Answers 1 through 7:

Question 1:

The PSC requires that bidders provide their Bid in SEPARATELY bound sections and in SEPARATE envelopes as follows: a) Technical bid, b) Financial bid and c) Certifications (part 4) – as per page 6. In Page 10, under Mandatory Proposal Requirements, under MPR2, it is written that “the bidder must submit with its TECHNICAL PROPOSAL, completed and signed copies of all certification clauses provided in PART 4 – certifications. Could you please clarified what is right – certifications (part 4) are part of technical proposal or they are submitted separately?

Answer 1:

Certifications must be submitted in a separate envelope.

Question 2:

In reference to page 6, section 2.3.1., does RFSO require a) 4 copies of technical proposal in ONE Technical Bid envelope or b) 4 envelopes, each one for a copy of technical proposal, all of them in ONE Technical Bid envelope, or c) something else (if so, please specify).

Answer 2:

In the technical proposal envelope, we require 4 copies of the Technical Proposal.

Question 3:

Page 8, under 2.5. Applicable Laws, it is written that “Bidders may substitute the applicable law of a Canadian province or territory of their choice without affecting the validity of their bid” etc. Where in the application can the bidder do that (any special form)?

Answer 3:

Under section 2.5 Applicable Laws, you can substitute the applicable laws of a Canadian province or territory of your choice without affecting the validity of your Bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of your choice.

Question 4:

In 3.4.1. Mandatory Proposal Requirements (page 10-11) and 3.5.1. Mandatory Technical Requirements (page 12-13), there is a column Cross-Reference to Proposal – and it requests to “indicate section and page # as appropriate”. Who fills that? Bidder? If so, the bid should have a copy of at least Evaluation Charts (page 10 – 13) with cross reference page to technical bid proposal? Your clarification please.

Answer 4:

The bidder fills in the appropriate page number that cross reference with its proposed technical bid.



Question 5:

Page 36, "The bidder should indicate which tax rate it will be charging the PSC: tax: _____ (%). How can I determine the applicable tax rate?"

Answer 5:

Please contact the Canada Revenue Agency to make the applicable taxes determination.

Question 6:

Page 38 – 40, Appendix "H", Security Requirements Check List, what is required to be done?

Answer 6:

Please provide the information related to you security clearance so that the PSC can validate it.

Question 7:

CV is to be written from the perspective of the RFSO Evaluation and Selection Criteria only, correct?

Answer 7:

Not only. To facilitate the evaluation and to ensure that sufficient information is provided to permit a complete evaluation, it is strongly suggested that the CV of each proposed resource be presented using the following format:

- a)** Name of bidder and name of proposed individual;
- b)** Position, title or affiliation with bidder;
- c)** Security clearance level of the individual;
- d)** Relevant academic and/or professional qualifications.

Career summary:

- a)** Individual's detailed employment history;
- b)** Past experience relevant to the evaluation criteria.

Organization(s) where the individual was employed, including:

- a)** Organization name and total workforce (permanent full-time or part-time);
- b)** Positions occupied, including start and end dates (mm-yy);
- c)** Individual's hierarchical level in the organization;
- d)** Reporting structure both below and above the individual's position.

Bidders should include an organizational chart to demonstrate or support the information provided.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.