

Questions and Answers

Question 1: Would SCC like to have a fully bilingual facilitator at each of the six sessions, or are is it more concerned about ensuring that a bilingual facilitator will be available at the sessions that will likely have a significant number of francophone participants, as opposed to those sessions that are likely to be primarily held in English?

Response: If the Primary Facilitator is not bilingual, the language requirements should be determined in advance of each workshop, and the required language capabilities should be made available accordingly. This could be completed by having participants indicate their preferred language when responding to the invitation, and the appropriate Facilitator being chosen in response.

Question 2: Are you able to share the budget envelope available to execute this project?

Response: We are not able to share a budget envelope to execute this project at this time.

Question 3: Is there a hard deadline or specific window of time within which the SCC would like to have all workshops completed, or are they open to developing a flexible workplan with the successful bidder?

Response: Assuming a project launch of mid-December, it is hoped that Activity 1: Workshop Design (including determining workshop locations, and designing the workshops and their accompanying materials) will be completed by the end of February 2020. Activity 2: Engagement and Consultation should be completed before the end of April 2020. Activity 3: Analysis and Recommendations is expected to be completed in May 2020. SCC will consider workplans that fall outside of these timelines as long as a rational is provided for the proposed timelines.

Question 4: In the RFP, it states that no contracts will be signed until draft budgets have been developed for each of the workshops, but one of the first sets of tasks will be selecting the cities in which the workshops will be held (and securing quotes from relevant companies to finalize pricing). We are going to develop a draft budget for each workshop based on some key assumptions (e.g. 2 major urban centres, two smaller municipalities, geographic representation across Canada including the territories, anticipated numbers in each setting, anticipated venue type in each setting, etc.). Would this draft budget, with clearly articulated assumptions, be considered acceptable prior to signing a contract?

Response: Once a Supplier is determined, a contract containing all of the items outlined in the statement of work will be signed to initiate work. The signed contract, and finances associated with it, will cover the level of effort required by the project team to administer and facilitate the workshops.

Direct costs associated with hosting the workshops (e.g., facilitator travel, venue and IT costs, and hospitality) will be approved before each workshop, and paid by SCC on an expense-paid basis. SCC will approve budgets for these specific costs as part of the project activities.

The direct cost of the workshops (e.g., facilitator travel, meeting room space, catering) will not be a part of the bid evaluation. The Financial Proposal should only reference costs associated with the level of effort required by the project team to administer and facilitate the workshops.

Should the Bidder wish to include an estimate of the direct costs of the workshops, they should clearly separate these costs from the Financial Proposal.

Question 5: If there are discrepancies between the anticipated costs and the actual quotes received once cities are selected, would SCC be open to amending the contract, or would the successful bidder be expected to absorb those additional costs?

Response: The contract, and finances associated with it, will cover the level of effort required by the project team to administer and facilitate the workshops. Direct costs of hosting the workshops (e.g., facilitator travel, venue and IT costs, and hospitality) will be approved before each workshop, and paid by SCC on an expense-paid basis. SCC will approve budgets for these specific costs as part of the project activities.

As the direct costs of the workshops will be approved by SCC in advance of each workshop, it is not anticipated that the contract will need to be amended.

Question 6: Will the costs for booking a venue (e.g. a hotel conference room) to be covered separately from this RFP, or within the same envelope?

Response: Costs for booking a venue and providing hospitality will be reviewed and approved by SCC before each workshop. Travel and accommodations for the facilitator, as well as the direct costs of the workshops will be paid for on an expense-paid basis following approval by SCC.

The direct cost of the workshops (e.g., meeting room space, catering, etc.) will not be a part of the bid evaluation. The Financial Proposal should only reference costs associated with the level of effort required by the project team to administer and facilitate the workshops.

Should the Bidder wish to include an estimate of the direct costs of the workshops, they should clearly separate these costs from the Financial Proposal.

Question 7: When evaluating the price, if an additional resource has been included beyond the Primary Facilitator, will the total of both costs be used for comparing scores or will it only be the costs associated with the Primary Facilitator?

Response: The RFP requires both a Primary Facilitator and Secondary Facilitator be identified. The use of each (i.e., the level of effort being proposed for each) should be identified in the proposal and costed. The total cost (including the time commitments proposed for the Primary and Secondary Facilitator) will be evaluated through the Financial Bid.

Question 8: The RFP makes reference to timelines but does not provide guidance on when the work is to be completed. Is there general guidance available on the timing for key milestones and when the project needs to be completed by?

Response: Assuming a project launch of mid-December, it is hoped that Activity 1: Workshop Design (including determining workshop locations, and designing the workshops and their accompanying materials) will be completed by the end of February 2020. Activity 2: Engagement and Consultation should be completed before the end of April 2020. Activity 3: Analysis and Recommendations is expected to be completed in May 2020. SCC will consider workplans that fall outside of these timelines as long as a rationale is provided for the proposed timelines.

Question 9: Would SCC accept a team that includes a fluently bilingual secondary facilitator who is able to deliver services in both official languages in order to satisfy M2?

Response: SCC will accept a fluently bilingual secondary facilitator as long as the language requirements are determined in advance of each workshop, and the required language capabilities are available accordingly. This could be completed by having participants indicate their preferred language when responding to the invitation, and the appropriate Facilitator being chosen in response.