Questions and Answers Part 2

Question 1: Would the Standards Council of Canada (SCC) consider extending the deadline by 2 weeks, until December 13th, 2019?
Response: The deadline had been extended by one week, to December 6, 2019 at 16:00 EST.

Question 2: For the reporting requirements, could the SCC provide further information regarding the final report. In particular, is the SCC looking for the contractor to provide its own recommendations/framing/interpretation, utilizing its own subject-matter expertise based on workshop input from participants? Or is the SCC looking for the contractor to report directly on the key themes, messages and recommendations from participants (without additional analysis/framing/interpretation)?
Response: The final report should primarily summarize information gathered through the workshops, based off participant feedback. At a minimum, it should include what participants have indicated as being of critical importance for additional standardized guidance, and participants' recommendations and priorities for the development of future standards.
Should the Supplier wish to provide framing, recommendations, and/or interpretation, they are able to do so, as long it is clearly indicated what is the Supplier's opinion versus that of the participants.

Question 3: What is the maximum budget for professional fees? What is the maximum budget for total event costs?
Response: We are not able to share a budget envelope to execute this project at this time.

Question 4: Would the SCC be open to a team-based/co-facilitation model, with two primary facilitators sharing the role?
Response: SCC is open to a team-based/co-facilitation model. Where appropriate, the roles of the two facilitators should be clearly identified in the Methodology (R3A) and Work Plan (R3B) sections and should be costed accordingly in the Financial Proposal.

Question 5: Can the proposal be submitted on behalf of a joint venture whereas one party of the proposal is registered with the Government of Canada's procurement system and all others are independent consultants (e.g., the main business has a procurement business number, while other parties to the bid do not)? If so, how do we indicate this on the bid?
Response: Bidders are welcome to partner with other organizations, as long as they can guarantee that all required parties will be available to complete the work. The Bidder can indicate under the Methodology (R3A) and Work Plan (R3B) sections who will be responsible for what portion of the work. Please note: SCC will only enter into one contract and will only pay invoices to one organization. As such, the Contracted Organization will be responsible for all sub-contracting relationships, including the redistribution of funds according to their own agreements with the independent consultants or organizations.

Question 6: Is the BIN Number the company's Procurement Business Number with the Government of Canada? If not, can we get more information as to what number it is referring to?
Response: The BIN number is an error, you may ignore this line item.

Question 7: If selected, and in terms of the Payment Schedule:

      a. How long does SCC need to process the payments to vendors for the events (e.g., venue, audio/visual, caterers)? Will SCC only process the invoices after the event has been held?

Response: The chosen Supplier will be responsible for processing invoices to vendors for each event. Once completed, SCC will reimburse the funds on an expense-paid basis. Invoices submitted to SCC are generally paid within 30 calendar days.

      b. Is it possible for SCC to provide an advance to cover costs related to hosting the events such as deposits required? This is particular helpful to allow small suppliers to compete for this RFP.

Response: SCC will not be able to provide an advance to cover costs related to hosting the events (such as deposits).

Question 8: To be consistent with SCC's look and feel, can the proposal include a budget line for subcontracting a graphic designer? Or must a graphic designer be included in the proposed project team?

Response: SCC will have a suite of graphic designs available for use by the Supplier to ensure the workshops have a consistent look and feel. This will include templates for PowerPoint slides, brochures, one-page handouts, banners, and electronic invitations. It is not anticipated that additional graphic design will need to be completed beyond the templates available.

Question 9: Similarly, to translate the materials in French/English – can the proposal include a budget line for subcontracting to a translator, or must the proposal include a translator on the proposed project team?

Response: The Bidder does not need to have an on-staff translator to translate all materials into French and English. However, if a translator is not available on-staff, the Bidder must outline translation costs as an "Other Costs" category in the Financial Proposal, along with an estimate of the associated costs.

Question 10: With the workshop in French, or French and English – is there an expectation to also include live / real-time translation at the workshop? If so, can this be sub-contracted, or must the resource be included on the project team? Is it possible to host workshops in English without French translation?

Response: Participants should be able to participate in the language they are most comfortable in. If the Primary Facilitator is not bilingual, a Secondary Facilitator who is bilingual will be accepted. 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(s) being chosen in response. In order to meet the requirements, the Bidder must have a Facilitator with bilingual capabilities.

Question 11: In terms of printed workshop materials, should associated costs to designing, printing, and "binding" these materials also be included in the financial proposal?

Response: Bidders should include an estimate to the cost of printing and binding materials as an "Other Costs" category in the Financial Proposal. It is anticipated that workshops will host 25-30 participants per session. If the actual participant count significantly differs from this, SCC will be open to funding the difference in "actual" versus "estimated" printing costs as long as a rational is provided.

Question 12: The Statement of Work refers to promotional materials. Can you please confirm that this is provided by SCC, and not to be developed/printed by the supplier? If provided by SCC, will SCC courier it to the event venue, or will SCC courier it to the supplier's office?
Response: SCC-branded promotional materials (e.g., notepads, pens, and pop-up banners) will be provided by SCC. These materials will be couriered by SCC. Other workshop materials (e.g., name tags, tent cards, workshop packages including presentation decks and the agenda) are expected to be printed and shipped by the Supplier.

Question 13: In terms of registration and communicating with participants, will SCC provide the supplier with an SCC email, or can the supplier use its own email system? In terms of registration, will SCC provide an online registration platform or can the supplier use web-based application such as Eventbrite or SurveyMonkey?
Response: SCC will be establishing a Digital Engagement Platform that the Supplier will have restricted access to. The Digital Engagement Platform will be used to accept RSVPs to the workshops.

Question 14: Please confirm that the event is free for participants.
Response: All workshops will be free for the participants.

Question 15: Aside from identifying a separate person as the Primary and Secondary facilitator, can the Event Management Lead also be identified as performing other roles such as note-taker/report-writer, in particular if they have experience with the topic of climate change?
Response: The Bidder is welcome to identify other roles that the Event Management Lead would be taking on. Where appropriate, these roles should be clearly identified in the Methodology (R3A) and Work Plan (R3B) sections and should be costed accordingly in the Financial Proposal.

Question 16: In terms of R1B – if the proposed primary facilitator does not have direct experience with facilitating on the topic of climate change – is it possible to still provide a bid as this section is not under the mandatory requirement?
Response: A proposed facilitator who does not have direct experience with facilitating topics of climate change can be presented as a Primary Facilitator. The Bidder must still respond to R1B which references the facilitator's familiarity with impacts, risks, and/or adaptation/mitigation practices related to climate change.

Question 17: "Travel and accommodations for the facilitator, as well as any additional resource attending the workshops, will be paid for on an expense-paid basis following approval by SCC. Estimates for travel expenses need not be included in the Financial Proposal." Can the proposal outline the number of additional resources being proposed to be present at each workshop?
Response: Bidders who wish to have additional resources present at each workshop should outline their roles where relevant under the Methodology (R3A) and Work Plan (R3B) sections. The associated cost (in terms of professional hours, and not direct travel costs) of each additional resource should be included in the Financial Proposal.

Question 18: Will there be SCC representatives at each of the six meetings?
Response: There will be at minimum one SCC representative at each of the six meetings to support facilitation, and to interact with participants.

Question 19: Will SCC provide communications support prior to and at the events (e.g., writing press releases, and social media at the event)? Is this a closed or open consultation in terms of real-time social media at the workshops?

Response: The workshops are intended to be closed in terms of real-time social media. Where necessary, SCC will provide communications support prior to the event (e.g., news items that can be shared, and social media).

Question 20: In order to control the facilitation environment, it is common industry practice that the facilitator act as the Event Manager. Would this be acceptable to SCC?
Response: As per M1 under the Mandatory Criteria, the required resources must be separate individuals. As such, the Primary Facilitator cannot be the same person as the Event Manager.

Question 21: Can the educational requirement referenced in R2A be satisfied by either the Event Manager OR the Event Planner?
Response: The education requirement referenced in R2A must be satisfied by the Event Manager and cannot be filled by the Event Planner.

Question 22: Given that we have not received an answer to our questions previously submitted, we request an extension to the question deadline until Thursday November 21st.
Response: SCC will be extending the final deadline for submitting proposals by one week, to December 6, 2019 at 16:00 EST. However, the question period will not change.

Question 23: The mandatory requirement M3 specifies that the work should be completed "before July 2020". Please clarify whether this means by July 1st or by July 31st, 2020.
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 May 2020. Activity 3: Analysis and Recommendations is expected to be completed at the start of July 2020. SCC will consider work plans that fall outside of these timelines as long as a rational is provided for the proposed timelines.

Question 24: Could you please provide additional guidance/direction on the intended scope of the workshops? Are all 6 workshops intended to be broad in scope, or is there a preference for specific focus areas or for example, using different themes for each of the workshops?
Response: At this time, it is anticipated that the morning of each workshop will focus on broad themes, while the afternoons will focus on more narrow items. Following contract signature, SCC will work with the Supplier to best frame the workshops, set an agenda, and decide upon the focus areas to be addressed.

Question 25: The mandatory requirement M2 requires that the Primary Facilitator is able to deliver services in both official languages. We are seeking confirmation that this requirement can be met by selecting a Facilitation Team that is able to deliver services in both official languages. For example, would it be possible to have a highly experienced Primary Facilitator who is an English speaker leading either 5 or all 6 workshops, and an additional French Facilitator, who is fluent in both official languages and native French speaker, participating in delivering Workshop materials in French?
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(s) being chosen in response.

Question 26: The point rated criteria R2C asks for an example of The Project Team designing workshop materials in both official languages. We are seeking confirmation that this can be met by developing workshop materials either entirely in French or entirely in English (based on audience preference). In order to meet the criteria in this section, could two separate examples be provided by members of our Facilitation Team, where one workshop's materials were developed in French, and a second workshop's materials developed in English?
Response: SCC will accept two separate examples provided by members of the Facilitation Team to demonstrate the capability of developing workshop materials in both French and English (i.e., one set entirely in English and one set entirely in French).