

# Questions and Answers Document #2

## RFSO Reference Number: P2100057

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CLOSING DATE: June 29, 2020

CLOSING TIME and TIME ZONE: 10:00AM EDT

PROJECT TITLE: Request for standing offer for Investigation services

To All Bidders:

The purpose of this document is to give effect to the following:

Questions and Answers: The following information is issued in response to questions received from bidders:

Question 1:

Is there a specific format for the proposal and whether there is any specific information needed as I draft my documents for submission?

Answer 1:

In Part 3 – Offer Preparation Instructions (page 8), you will find the format instructions (size and type of paper, number of hard copies and soft copy), as well as the information needed in each Section (I, II & III). Bidders must also respond to the Mandatory Requirements and the Rated Requirements (Attachment 1 to Part 4 – Request for Standing Offers).

Question 2:

Is there a template or recognized format in which to submit a response?

Answer 2:

There is no template. In Part 3 – Offer Preparation Instructions (page 8), you will find the format instructions (size and type of paper, number of hard copies, as well as soft copy).

Question 3:

We do not have the security reliability clearance necessary to get the contract. We are currently evaluating the procedure for obtaining this reliability clearance. In this case, can we submit a bid to your RFSO and start the process to obtain the Reliability clearance at the same time?

Answer 3 :

You can submit a bid and begin the process of obtaining a reliability clearance at the same time. You can also wait until after this RFSO process is complete. Once the RFSO is closed, compliant bidders will be contacted to provide or complete security documentation.

Question 4 :

At several places in the notice, specifically the financial and the former public servant sections, there are check boxes to indicate a "yes" or "no" response. Should the notice be photocopied so that the boxes can be appropriately checked and then included with the response? If not, how would you like the responses included?

Answer 4:

Yes. Please print, check the appropriate boxes and include them with your bid.

Question 5:

Part 5 asks that offerors provide "certifications". Does this mean that the Offerors "certifies" compliance in writing for the purpose of the response to the RFSO?

Answer 5:

Please complete attachment 1 to Part 5 (page 37- 38) and include it in your bid package.

Question 6:

Under part 7.5, Authorities, are the names and associated information required at the time of submission of the RFSO?

Answer 6:

No. We will be disclosing the names of the authorities in the Standing Offer.

Question 7:

I wanted to confirm, in light of COVID, whether proposals are being submitted by mail to the Commission's office on Slater Street or by email?

Answer 7:

We are not accepting bids by email. We are accepting bids by mail to the Canadian Human Rights Commission, as indicated on page 1 of this RFSO.

Question 8:

Is the Bidder required to provide one sample report for each proposed resource, or just one report sample in total (M1, Mandatory Requirements, Page 33, RFSO and R1, Rated Requirements, Page 34, RFSO)?

Answer 8:

The Bidder is required to provide one sample report for each proposed resource (M1 and R1).

Question 9:

Is the Bidder required to provide one reference for each proposed resource, or just one reference in total (M3, Mandatory Requirements, Page 33, RFSO)?

Answer 9:

The Bidder is required to provide one reference for each proposed resource (M3).