

Questions and Answers Document #5

RFSO Reference Number: P2100057

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:

In reviewing the RFSO on page 32 Annex "B" you indicate that the Final Report Stage will be increased annually according to the following table. The table decreases from October 1, 2014 to 2020.

Is this an error?

Answer 1:

Yes, there is a typo error in the RFSO (English only).

On page 32 of the RFSO, you will see the following:

October 1, 2020 \$2,850.00

October 1, 2021 \$2,900.00

October 1, 2022 \$2,950.00

October 1, 2023 \$3,000.00

October 1, 2014 \$3,050.00

Please delete and replace by the following:

October 1, 2020 \$2,850.00

October 1, 2021 \$2,900.00

October 1, 2022 \$2,950.00

October 1, 2023 \$3,000.00

October 1, 2024 \$3,050.00

Question 2:

Acceptance of the initial rate of \$3,850.00 per completed assessment+ up to \$100.00 in expenses (i.e. long distance telephone calls, courier, and photocopying) + pre-approved travel expenses + an hourly rate of \$55.00 to a maximum of ten (10) hours for further assessment work including the preparation of a supplementary report if and when required by the Commission.

How many assessments will there be?

Answer 2:

The number of Assignment varies depending on the number of files contractors can take on. Normally they complete between 15-20 files a year.

Question 3:

M3: The Bidder must provide one (1) reference from a client of the preceding three (3) years confirming that the Bidder has a record of fulfilling contracts on time, within budget and in accordance with expectations.

Do they need a letter of reference from the contact person confirming that they have a record of fulfilling contracts on time, within budget and in accordance with expectations? OR just the contact information is fine?

Answer 3:

We would need the contact information.

Questions 4:

R2: Proof of formal training in: administrative investigations, workplace harassment investigations, ombudsman investigations, or equivalent formal fact-finding processes.
Are any one of these formal trainings ok or would they need all trainings?

Answer 4:

Any of these trainings is fine.

Question 5:

M4: The Bidder must demonstrate capability in one or both official languages and confirm that the final report will be delivered in the official language of the complaint.

How can we demonstrate capability of language? Is putting languages known in the CV fine?

Answer 5:

Yes, putting languages known in the CV is fine.

Question 6:

Can the Crown edit the Mandatory Requirements in M1 to M4 to read as "the Bidder's Resource"?

Answer 6:

Please see attached document in the RFSO called "Amendment Document 1 P2100057"