

**Treasury Board of Canada Secretariat
Solicitation No. 24062-20-431
Questions and Answers**

Question 1:

On the RFP Pricing Schedule:

- a) Please confirm that only one rate per level is required (vs. individual resource rates)?
- b) Do all potential project team members (e.g. project manager, junior analyst) need to be listed or just, at a minimum, those that would be designated as the Senior and Intermediate Analysts for Pricing schedule completion?
- c) Do all resources, for whom we have provided CVs in our technical response, need to be included in the Pricing Schedule?
- d) With respect to the Pricing Schedule template, could you please clarify - Will the hourly rates in the last column be totaled to obtain the final hourly rate or will a weighted average be used? And if the former, it would appear that there is a pricing dis-incentive to including "additional resources" – please clarify.

Answer 1:

- a) Yes, only 1 rate per resource
- b) and c) **ALL** proposed resources need to be listed in the Bidder's financial proposal, the total value of the financial proposal must reflect all resources the Bidder is proposing.
- d) The Total column has been removed, please see RFP Amendment 2.

Question 2:

As part of M4 of the Technical response, we note that the Senior and Intermediate Analysts require completion of a professional development program in human resources administration.

- a) Please clarify and define what you mean by "professional development program in human resources administration".
- b) For example, does this include an MBA, Masters, University degree in Actuarial Sciences and a Fellowship of the Canadian Institute of Actuaries, or professional designations/certifications, and/or proprietary internal training programs)? Are there any programs that would be excluded?

Answer 2:

Completion of a professional development program in human resources administration may include any completed course in human resources (HR) administration delivered either by a formal educational institution, an HR-related organization or an organization's in-house training. Examples may include an HR association course, a certificate in a specific HR field, a formal HR course in a university or college. No HR professional development program would be excluded.

Question 3:

Please confirm that we can refer to existing/past projects with TBS as part of our references/qualifications?

Answer 3:

Yes.