



# Technical Assistance Partnership– Expert Deployment Mechanism (TAP-EDM)

RFP Reference Number: 105343

## Questions and Answers # 9 – December 1, 2020

**Question 1:** It is noted that the RFP requires copies of degrees, diplomas, certificates, etc. referenced in the Bid be included in the submission. In the case where a candidate is not able to provide a copy of their original degree, diploma or certificate document, would an online transcript or affidavit from the issuing institution suffice?

**Answer 1:** An official online transcript which shows that the individual has met the requirements for graduation, or an affidavit from the issuing institution will suffice.

**Question 2:** As it currently states in the RFP on page 116, the Project Coordinator criterion for demonstrating applicable experience is “in relation to one or more international development projects of at least three (3) years in duration in the last 10 years from the closing date of the RFP and of a value of at least five Canadian dollars (\$5M)”.

This criterion is the same across the Project Director, Project Manager and Project Coordination positions, even though their level of responsibility and specific required experience differs as well as the number of months of experience counted. Additionally, most aspects of the experience, particularly in the project descriptions, are evaluated on a gradient.

With this in mind and to better reflect this more junior role, we ask that the Project Coordination experience criterion be changed to: “in relation to one or more international development projects of at least three (3) years in duration in the last 10 years from the closing date of the RFP and of a value of at least three million Canadian dollars (\$3M).” Is this change acceptable considering the junior role of the Project Coordinator compared to the other positions?

**Answer 2:** DFATD does not agree to make the requested change.

**Question 3:** Please clarify if our understanding is correct: overhead is only allowed on personnel costs for the project (5 project positions, table 1) and not on any other component of the budget.

**Answer 3:** The budget envelope “Fees for Contractor Personnel” is the only one under which overhead costs are allowed in the Financial Proposal. Therefore, Table 1 is the only part of the Financial Proposal where overhead should be included. However, subject to negotiation with, and pre-approval by DFATD,



overhead costs may be allowed if the Contractor submits a proposal for Additional Contractor Personnel during the delivery of the Services.

**Question 4:** As the RFP notes in section 1.3.3.1 “... the focus of the Project is to deploy individual experts”. Does this mean that we should not contract Experts who are already employed within an organization, or that we can only contract experts that are already independent consultants?

**Answer 4:** There is no restriction on engaging individual Canadian Experts who are employed by a different and unrelated organization. Note the definition of Canadian Expert in the Glossary of the RFP.

**Question 5:** As per Amendment #2 (released 2020/11/19), the changes on Point 5 reads in part: ‘In responding to this criterion, the Bidder should provide a short narrative description of its proposed approach and complete the attached Form 4’. Can you please confirm that the short narrative description now required for this section does not have points (a score) assigned to it? And that the scoring is only associated with the indicators?

And refers to the following change:

Annex D-Evaluation Criteria, Rated Requirements, Evaluation Criteria-Technical Component, Requirement B viii is amended

Changed To:

Describe how the Bidder will implement results-based management (RBM) and reporting for results for the entire Project. (Up to 15 points).

In responding to this criterion, the Bidder should provide a short narrative description of its proposed approach and complete the attached Form 4 (Performance Measurement Framework) in Annex E of this RFP with one corresponding indicator for each of TAP-EDM’s outcome statements, along with the identification of their baselines, targets, sources of information, data collection methodology, frequency and responsibility.

The Bidder’s proposed approach will be assessed on its appropriateness and clarity. Form 4 is not considered part of the 12-page limit for Requirement B.

Appropriate means that the proposed indicators are SMART (specific, measurable, attainable, relevant, time-bound).

Clarity means structured and logical.

Points will be awarded as follows:

- Up to 3 points per appropriate outcome indicator (5 outcome indicators)

**Answer 5:** DFATD will assess and award points based on the content of the narrative, and Form 4 which is included to support the narrative. Note that points will be based on both appropriateness and clarity.

## END OF QUESTIONS AND ANSWERS # 9