QUESTIONS AND ANSWERS

Title:	Request for Standing Offers (RFSO) - Firms Research Services: Analysis & Writing AND Research Support
Solicitation Number:	1000224941

QUESTION 1:

Page 14, M1-1.5 – Do you require both Table Form M1 and a curriculum vitae for each of the four resources proposed in fulfilment of M1? If so, are both Table Form M1 and a curriculum vitae also required for all Additional Resources included in the bid?

ANSWER 1:

A Table Form M1 and a curriculum vitae must be provided for each of the proposed resources. This requirement pertains to the minimum four proposed resources as well as any additional resources.

QUESTION 2:

Page 14, M1-1.6 – Can the resource who is capable of providing bilingual services be among the bidder's Additional Resources included in the bid, or must this requirement be met within the four resources who will be evaluated under the point-rated criteria?

ANSWER 2:

The requirement for a resource capable of providing bilingual services does not have to be met by one of the four resources who will be evaluated under the point-rated criteria.

QUESTION 3:

Page 15, M2-2.3 – Are individuals included in the bid as Additional AW Resources also required to have provided AW services on two of the three project summaries, or is this requirement limited to the two AW resources who will be evaluated under the point-rated criteria?

ANSWER 3:

The only individuals required to have provided AW services on at least two of the three project summaries are the two AW resources who will be evaluated under the point-rated criteria.

QUESTION 4:

Page 15, M2-2.4 – Are Additional Resources required to have completed 40 billable days on at least two of the project summaries, or is this requirement limited to the four resources who will be evaluated under the point-rated criteria?

ANSWER 4:

Only the four resources who will be evaluated under the point-rated criteria, not the Additional Resources, must have each completed a cumulative total of 40 billable days in a minimum of two of the project summaries.

QUESTION 5:

Page 15, M2-2.4 – Is it necessary for proposed resources to have completed 40 days of work at the service level for which they are proposed, or can the 40 days be a combination of AW and RS work?

ANSWER 5:

The proposed resource must have completed 40 days of work at the service level for which they are proposed. The 40 days can be demonstrated through a cumulative total as provided in a minimum of two of the project summaries.

QUESTION 6:

Page 19, R2-2.2 – For the purposes of evaluating the subject matter relevance for the project summaries, do you consider a claim before the Specific Claims Tribunal to be “very relevant subject matter” or “partially relevant subject matter”?

ANSWER 6:

A claim before the Specific Claims Tribunal would be considered “very relevant subject matter”.

QUESTION 7:

Page 20, R2-2.3.1 – To attain the maximum five points for AW services on the project summaries, do you require each proposed resource on a project to have completed 50 AW days, or is the requirement that 50 AW days were completed on the project by all AW resources combined?

ANSWER 7:

The maximum of five points for AW services on the project summaries will be attained once the requirement of 50 AW days has been met by a combination of all the AW resources. Each proposed resource does not have to have completed 50 AW days.

QUESTION 8:

Can you please advise me if there will be another RFSO for “individuals”? Or will all standing offers be awarded to firms only?

ANSWER 8:

A RFSO for individuals will be posted shortly. The intent is for Standing Offers to be awarded to firms and individuals.

QUESTION 9:

M1.3 states one resource may qualify in more than one category. Can you confirm that this means three individuals can be proposed if one of the individuals is proposed in both categories, further to meeting requirement M1.1 (two resources per category)?

ANSWER 9:

A resource, as noted in M1.3, may qualify in more than one category as long as that resource meets the minimum requirements of each category. Three individuals would meet the requirements of M1.1 as long as at least one of those individuals is proposed in and meets the minimum requirements of both categories.

QUESTION 10:

Do Offerors outside of the NCR or Quebec Regions need to sign the Annex "F" Language Certification document? If so, which part should we sign? If not, should we indicate language capability elsewhere?

ANSWER 10:

Offerors located outside of the NCR or Quebec Region should sign at signature block number 4 at the bottom of Annex F.

QUESTION 11:

Page 19, R2-2.2 – For the purpose of evaluating the relevance of a client for the project summaries, I have two questions about the following scenario: A project is a Specific Claim prepared for a First Nation client, and paid for by the First Nation, but our contact representing the client was a law firm. The claim is also confidential, as it has not yet been submitted to Canada, therefore the First Nation and its reserves cannot be explicitly stated in the project summary.

- Would this project be given 4 points for “very relevant” subject matter and “partially relevant” client?
- Will you accept a Reference Letter (in fulfilment of M3) from the law firm that represents the First Nation client?

ANSWER 11:

As per bullet 1, we are unable to state how many points would be given without reviewing the bid in detail. Based solely on your scenario, it is possible that up to four points would be assigned as it appears that the law firm has contracted historical research on behalf of a First Nation (client organization). As per bullet 2, a Reference Letter from the law firm that represents the First Nation would suffice. Please note that detailed information, aside from explicitly stating the name of the First Nation and its reserves, will still be required in Table Forms M2 and M3.

QUESTION 12:

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M2 (Project summaries)

It is written :

2.3 The resource(s) proposed for Analysis & Writing work category **MUST** have direct involvement in this capacity in at least two (2) of the three (3) Project Summaries.

Does the Offeror HAVE to submit ONLY 3 Project Summaries? As the proposed resources must have been associated with at least two (2) of the projects, they must necessarily have worked together on at least one project. However, the contracts granted by our client are almost exclusively granted to a single person and / or to people who do not work together on the same contract. So our resources have a lot of experience, but on different projects. How to fulfill this requirement?

ANSWER 12:

The Offeror must submit exactly three Project Summaries. In order for the Offeror to meet the requirements of M2.3, the Offeror must select projects where the resources being proposed at the Analysis & Writing work category had direct involvement in this capacity in at least two of the projects. By default, this necessitates that both resources were involved in at least one of the projects. As

"direct involvement", as noted in M2.3, is not defined, the Offeror may consider submitting a project summary where both the Analysis & Writing resources were involved, but their percentage of involvement was not evenly split.

QUESTION 13:

Pages 24-25, R4-4.1 and 4.2.5 – Are the copies of corporate materials provided in support of R4-4.1 and R4-4.2.5 included in the 350-word limit for the written description of the offeror's approach to records management?

ANSWER 13:

The copies of corporate materials are not included in the 350-word limit for the written description of the offeror's approach to records management. Information in the corporate materials that pertain to records management may be incorporated in the 350-word limit response.

QUESTION 14:

Regarding the requirement for bilingualism, may I confirm that a submission from British Columbia does not require a bilingual resource to qualify for M1.6.

ANSWER 14:

A bid submission from an offeror located in British Columbia does not require a bilingual resource. At least one bilingual resource is required by offerors located in either the NCR or the Quebec Region.

QUESTION 15:

For the project summaries, may I confirm if all project time must be completed within the last 120 months, or would a project commenced earlier qualify, such as a project from April 2007 to September 2015?

ANSWER 15:

Only a Firm's experience in successfully providing Research Services within the last 120 months will be considered in respect to the requirements of the Project Summaries, as per M2.1. The last 120 months would commence as of December 2010. A project that commenced before December 2010 can qualify, however, only Research Services provided in the project from December 2010 and onwards will be considered in the evaluation of the Mandatory and Point-Rated Criteria.

QUESTION 16:

Given the Ontario lockdown from December 26 to January 23, I am writing to request an extension of the closing date to January 31, 2021. We are concerned that clients may not be available to sign reference letters, which are a mandatory requirement.

ANSWER 16:

The closing date will not be extended to January 31, 2021. If references are unable to provide written signatures on the Reference Letters than electronic signatures can be used to meet this mandatory requirement.