



QUESTIONS AND ANSWERS

Title:	Request for Standing Offers (RFSO) - Individuals Research Services: Analysis & Writing AND Research Support
Solicitation Number:	1000224974
<p>QUESTION 1: <u>Client Reference Letter</u></p> <p>For the project summaries under M3 item 3.4, the RFP indicates that “The Offeror MUST send all the relevant Table Forms M2 to the client organization to whom the Offeror directly reported for each project (Client Authority) for their review and to support their completion of the Reference Letter (Table Form M3)”</p> <p>Can you please clarify whether the Reference letters should be directed to the specific individual who was the project manager on the project for verification of the work experience set out in the project summary? Or can the reference letter be submitted to the client organization for verification of the work experience?</p> <p>Can you please confirm that digital signatures on reference letters and by the offeror on the bid submission are acceptable?</p> <p>Please note that the bid submission cover page includes a date error. The cover page indicates that the solicitation closes on 2020-02-03, which is not consistent with the closing date posted on Buy and Sell 2021-02-03.</p>	
<p>ANSWER 1:</p> <p>The reference letter should be completed by an individual at the client organization who can verify the work experience detailed in the Table Form M2.</p> <p>Yes, we can confirm that digital signatures on the reference letters are acceptable.</p> <p>The RFSO cover page has been revised to correct the error in the closing date (in the English version only) to reflect that the solicitation closes on 2021-02-03 and not 2020-02-03. Refer to the RFSO solicitation document amendment 2.</p>	