



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>	
<p>QUESTION 2:</p> <p>M1.3 and M1.4 - Do you require <u>both</u> a CV and the M1 table filled out?</p>	
<p>ANSWER 2:</p> <p>A bid must include both a CV and a completed M1 table.</p>	



QUESTION 3:

M1 Table - May the entries list the activities by project or must the projects be listed by activity? Would this be an acceptable format?

Project 1 Case / description of task - AW1 - #billable days

/ description of task - AW2 - #billable days

/ description of task - AW3 - #billable days

Project 2 Case / description of task - AW1 - #billable days

/ description of task - AW2 - #billable days

/ description of task - AW3 - #billable days

ANSWER 3:

Table Form M1 clearly outlines the information required. As a potential bidder, you are responsible to ensure you prepare and submit a proposal that meets all the criteria stipulated in the Request for Standing Offers (RFSO).

QUESTION 4:

Are the only required documents in the certification section Annex E and Annex F? Should the information required in Section IV: Additional Information be included in the Certificates or in the Technical Section?

ANSWER 4:

The documents required must be submitted in accordance with Part 3 - Offeror Preparation Instructions.

QUESTION 5:

If the resource is not a former public servant, does any information in Section 2.3 need to be included to indicate it doesn't apply?

ANSWER 5:

For clarification purposes, in Part 2, section 2.3 Former Public Servant applies to the supplier/company and not the resource; the information has to be provided whether it applies or not.

As stated in section 2.3, the Offerors must provide the information required before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the offer non-responsive.



QUESTION 6:

For M2 Project summaries, in 2.1 Summary of Extent and Role of the Offeror's involvement, not more than 500 words, does one summary cover both AW and RS services or are two separate 500 word summaries required?

M2 project Summaries - For projects where the resource worked as part of the team, should the project summary outline the general scope of the project or only the resource's tasks on the project?

ANSWER 6:

The 500 word summary should cover both AW and RS services.

For projects where the resource worked as part of a team, the project summary should focus on the tasks completed by the resource. However, the outlining of the general scope of the project will help contextualize those tasks completed by the resource.

QUESTION 7:

4.4 Basis of Selection - Are the 7 SOAs to be awarded region or location specific? Or will each submission, regardless of location, be rated against all submissions?

ANSWER 7:

The SOAs to be awarded are neither region nor location specific. Refer to point 4.4.6 Offerors will be ranked in order from highest to lowest Total Score. Up to seven (7) Standing Offers Agreements will be awarded across Canada.

QUESTION 8:

Due to CIRNAC staff schedules and COVID constraints, I request a 2 week extension to the solicitation closing date to ensure that project authorities have sufficient time to review the project summaries and complete the reference letters.

ANSWER 8:

A one week extension will be made to the closing date.

The closing date for this RFSO has been extended to February 9, 2021 at 2:00 p.m. Eastern Standard Time (EST). Refer to the RFSO solicitation document amendment 3.

QUESTION 9:

Page 48 SW4.0 Definitions and Applicable Documents, "Individual" is defined as "A Sole Proprietor capable of providing Analysis & Writing and Research Support Services." Are you able to confirm that this RFSO and any resulting SOA is not restricted to sole proprietors and other forms of legal entities, such as incorporated companies are eligible bidders?

ANSWER 9:

This RFSO and any resulting SOAs are restricted to sole proprietors. As an individual you can submit a bid under your own name, not the name of your incorporated company.



QUESTION 10:

Page 49 SW5.0 5.1.2 - Repositories: For the purposes of this offer and resulting Standing Offer Agreement, is Indian Oil and Gas Canada in Calgary not considered a relevant records and archival repository?

ANSWER 10:

No, Indian Oil and Gas Canada in Calgary is not considered a relevant records and archival repository. As per SW 5.1.2, the relevant records and archival repositories are located in Ottawa, Winnipeg, Vancouver, Regina and Edmonton.

QUESTION 11:

In the English version of the offer, page 28, it is written: " A separate Table Form M1 must be included for the proposed resource as per M1."

On page 32 it says: "A separate Table Form M2 must be included for each of the two (2) project summaries."

I do not understand which form we are referring to in each of these two cases.

I intended to fill out one M1 table (for AW and RS) as well as two M2 tables for each of the two projects.

Which forms should I fill out separately, please?

ANSWER 11:

Bids must include one Table Form M1 for Analysis and Writing and one Table Form M1 for Research Support. Please use the templates located on pages 28 and 30 of the RFSO. Bids must also include two Table Forms M2 to reflect the two project summaries. Please use the template located on page 32 of the RFSO.

QUESTION 12:

In table M1, it is written: " Met Minimum Billable Days?"

From what I understand, this question is a kind of general question that must be "asked" at the very end of the table and which must be answered by giving the total of all days billed (all experiences described combined) to allow you to determine if, for example, one has the 220 days of experience necessary to be qualified?

ANSWER 12:

This portion of Table Form M1 highlights whether the resource has met the minimum number of billable days in that category of work.



QUESTION 13:

Looking again at the response to Question 1, I notice that the response says that digital signatures by the reference are permitted.

Question 1 asked if digital signatures by the reference and the offeror are acceptable. Can offeror's sign digitally as well? Or do you require a scanned original signature?

ANSWER 13:

Offerors may sign digitally. Wherever a signature is required a digital signature will suffice.

QUESTION 14:

When a bidder submits the proposal, should the bidder use page 1 of 88 of the RFSO and sign in the signature block even though the page indicates that the closing date is February 3, 2020? Should the bidder mark the closing date as February 9, 2021?

ANSWER 14:

Bidders should use page 1 of the RFSO and sign in the signature block. Amendment No. 3 was issued to amend the closing date from February 3, 2021 to February 9, 2021. Bidders are welcome to mark the closing date as February 9, 2021, but there is no requirement for them to do so.