

RETURN BIDS TO: RETOURNER LES SOUMISSIONS À :

Public Safety Canada
Contracting and Procurement Section

Email:
ps.contractunit-unitedecontrats.sp@canada.ca

Attention: **Denise Desserud**

QUESTION AND ANSWER #1 QUESTION ET RÉPONSE NO 1

Offer to: **Public Safety Canada**

We hereby offer to provide to Canada, as represented by the Minister of Public Safety and Emergency Preparedness Canada, in accordance with the terms and conditions set out herein or attached hereto, the goods, services, and construction detailed herein and on any attached sheets.

Offre au: **Sécurité publique Canada**

Nous offrons par la présente de fournir au Canada, représenté par le ministre des Sécurité publique et Protection civile Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici et sur toute feuille ci-annexée.

Comments – Commentaires:

Instructions: **See Herein**
Instructions: **Voir aux présentes**

Vendor/Firm Name and Address
Raison sociale et adresse du
Fournisseur/de l'entrepreneur

Issuing Office – Bureau de distribution
Public Safety Canada
Contracting and Procurement Section
269 Laurier Avenue West
Ottawa ON K1A 0P8

Buy Title – Sujet Professional speechwriting services	
Solicitation No. – No de l'invitation 201906295B	Date 2021-04-29
Solicitation Closes – L'invitation prend fin At – à 2:00 p.m. On – le 2021-05-19	Time Zone Fuseau horaire Eastern Daylight Time (EDT)
Delivery Required – Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Denise Desserud	
Telephone No. – No de telephone (343) 572-3587	
Destination – of Goods, Services and Construction: Destination – des biens, services et construction: Public Safety Canada 269 Laurier Avenue West, Ottawa ON K1A 0P8	
Security – Sécurité This requirement does not contain a security requirement.	

Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. – N° de telephone Facsimile No. – N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature _____	Date _____



Question #1:

Could you provide an estimate of yearly usage under this contract? Either of the current incumbent, past supplier, or best-guess of the TA (if this is a new requirement)?

Answer #1:

We are estimating up to 300 hours per year.

Question #2:

Providing a single point of contact to respond to requests for services (M2), 24 hours a day 365 days a year (statement of work 8.1)- within 2 hours (SoW 8.2), surpasses limits set by Ontario Employment Standards Act for on-call employees. Would PSEPC accept a system for notifying the technical authority of the current on-call contact, if that system is clearly defined in the proposal?

Answer #2:

Yes, we would accept a system that notifies us who is the on-call contact. Also, M2 criteria has been revised, see Amendment #1 to the RFP.

Question #3:

When speaking with speechwriting resources we've heard concerns that there is no premium in pricing for rush, overnight, or weekend work. Unless PSEPC is open to accepting proposals that include premium pricing in addition to the regular hourly pricing- if the basis for premium pricing is clearly defined in the response? If not, we would be required to include only premium rates to ensure we can provide services as requested. This would significantly increase the cost of the overall proposal. Is PSEPC open to modification to the basis of payment (Annex B) provided in the RFP?

Answer #3:

Please see amendment #1 to the RFP for the revised Annex A and Annex B.

Question #4:

Speechwriters available to contract for this requirement are remote workers based across the country, could you please confirm that meetings with the TA would be by teleconference? It is stated in 6.1 of the SoW that this would be decided by the TA.

Answer #4:

All meetings with Public Safety can take place either by teleconference or videoconference. Please see Amendment #1 to the RFP for the revised Annex A.

Question #5:

Can the selected individuals write in French?



Answer #5:

Public Safety Canada would accept deliverables to be written in either English or French, as noted under Article 7 of the statement of work.

Question #6:

Est-ce du temps plein?

Answer #6:

It's anticipated that the number of hours of work would be 300 hours or so per year as and when required.

Question #7:

I would like to ask whether Public Safety Canada would consider altering Rated Technical Criteria R1 to make it possible for small, independent contractors to meet this requirement.

Asking a sole proprietor who may be working alone or with a small handful of associates to describe how they assure the quality of the products they deliver is one thing, but it seems highly unlikely that any sole proprietor, especially one who specializes in speechwriting, could provide a meaningful response to the specific requirements detailed in this section.

Answer #7:

R1 criteria is deemed not necessary for our process and has been removed, please see Amendment #1 to the RFP.

Question 8:

Section 4.2, Item M1 (pg. 10). As the bidder, our firm employs a team of writers. Must each team member have at least 3 years' experience in the last 10 years, or can their experience be considered cumulative, so that as a group they possess 3 years' experience in the last 10 years?

Answer 8:

The mandatory and rated criteria outlined in M1 refers to the Bidder's experience, not to specific resources. The definition of a Bidder can be found under Part A article 1.4.

Question 9:

Section 8 of the SOW (pg. 29). Can you provide any indication of how often the contractor will be called on during off-hours (e.g., overnight, on holidays or weekends)?

Answer 9:

While the vast majority of requests will come during regular business hours, we cannot predict how often off-hours requests will be made. As per the Statement of Work, the contractor must be available to provide services as and when required.