

**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 #2
QUESTION ET RÉPONSE N° 2**

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

Item Title – Sujet Professional speechwriting services	
Solicitation No. – No de l'invitation 201906295B	Date 2021-05-12
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:

The introduction to the Mandatory Requirements states, in part:

Bidders are advised that only listing experience without providing any supporting data and information to describe responsibilities, duties and relevance to the requirements, or reusing the same wording as the RFP, will not be considered “demonstrated” for the purpose of this evaluation.

With regard specifically to Mandatory Requirement M1, is it possible to obtain more detail on what sort of “supporting data and information to describe responsibilities, duties and relevance to the requirements” would be required to demonstrate that the Bidder has the required experience? Is it necessary, for example, to include more than a detailed c.v., listing the dates and services provided to various clients?

Answer #1:

As noted under section 4.1.1, 4.2 and 4.3, Bidders are advised to provide details to show how they meet each of the mandatory and rated criteria. It is not sufficient to list experience without providing additional information on the responsibilities, duties and relevance to the requirement. The Bidder should provide complete details as to where, when, month and year, and through which activities/responsibilities the stated experience was obtained. For M1, for example, the criteria is looking for speeches written for senior government officials and senior executives; therefore, in the technical proposal as one portion of the entire response, the Bidder will need to demonstrate these details.