



Bidder Question	Response
Under the Mandatory technical criteria,	
<p>Bidder must also provide cross-reference to its proposal where criteria is met.</p> <p>Does this refer to the information provided in Annex A – so the page where the deliverables are met will be marked in this column</p>	<p>Bidders are required to cross reference the pages/sections in their bid where they provide the detail(s) of how the mandatory criteria is met.</p>
<p>M1: The bidder resource must have a minimum of 5 years' experience providing graphic design services at date of bid closing.</p> <p>Do you want to know the company where the designer/resource has had 5 years' experience?</p>	<p>Please see amendment # 1 to the RFP.</p>
<p>M2. The bidder must meet the requirements for availability of up to 3 resources at one time.</p> <p>What is a “resource” Is “resource” and “designer” the same? Do you want the name/contact information of 3 resources? Is Lead Designer one of the 3 resources?</p>	<p>The term ‘resource’ and ‘designer’ are used interchangeable throughout the RFP.</p> <p>To meet this requirement, Bidders are to provide the names and resumes of three (3) resources.</p>
<p>M3. The bidder must provide three references from within the last five years from bid closing for which activities of a similar nature to the Statement of Work were provided.</p> <p>Is the Statement of Work the same as the information filled out in Annex A.?</p>	<p>Annex A is the Statement of work.</p>



Under Point rated criteria	
R1. Can you send an example of the type of sample you want to see? R1. Can you send an example of a written statement that will be accepted	Please see the evaluation guideline column for details.
R2. Where do I find “capacity to perform the scope of work” - do you want this to be cross referenced to the resources (designers) that were outlined in Annex A - will you be contacting the resources? Where do you want the roles and responsibilities of the resources (designers) to be included?	Yes, please describe how the skills and experience from your 3 key personnel will fulfill the scope of work detailed under Annex A – Statement of work. The resources proposed by Bidders will not be contracted directly. Bidders are to use Annex E - client reference form.
R4. If the bidder does not have experience with the Government of Canada’s Policy on Communications and Federal Identity by providing three samples of its work. – will the proposal still be accepted?	Yes, the proposal will still be accepted if the bidder does not have previous Government of Canada experience.
R5 – do you want to know who the bidder has worked with from 5-7 years, 7-9 years, and/or 9 years? Is this full-time work or part time or contract work? How many companies do you want listed here? And do you need to have contact information for these companies?	Information required is detailed under Annex- E- Client reference form. Bidders may include full-time, part- time or contract work experience clearly identifying the period of work. Bidders are to decide the number of companies they list. Bidders are to be guided by Annex E- Client reference form.

RFP refers to Request for Proposal

SOW refers to Statement of Work



ANNEX E

CLIENT PROJECT REFERENCE FORM

To demonstrate the Bidder's ability to provide the required services, Bidders must provide a Client Project Reference Form. Work must have been completed within the last five (5) years from the date of bid closing through Task Authorizations (or similar formal work authorizations or contracts (or Purchase Orders); a SOW is not a completed contract and should not be included). Project can still be in progress. Clients must be distinct within the individual reference form but can be used across reference forms.

Canada reserves the right to request the following documents as proof: a copy of the signed Tasking Authorization form (or similar formal work authorization or contracts), a copy of the invoice, a copy of a signed worksheet, a copy of the contract, a copy of the resume or any other document describing the work. Reference checks or resume reviews may also be done to validate the referenced resources.

Graphic Design Services CLIENT PROJECT REFERENCE FORM				
Bidder's Name:				
A. LIST OF PROJECTS				
- In this section list projects with requirements similar to the work described under Annex A – Statement of work showing billings of at least 3000 hours for Graphic Design Services in the last 5 years from the date of bid closing date.				
Project Name	Client Name	Project Start Date (mm/yy)	Project End Date (mm/yy)	Total hours billed
1.				
2.				
3.				
B. Projects Scope information				
For projects listed in Section A please provide brief description of the overall project/contract scope.				
Project Name	Brief description of the overall Project Scope			
1.				
2.				
3.				
C. Graphic Design Services information:				
For the projects listed in Section A please list responsibilities of the placed Graphic Designer and/or what they delivered for this specific project/contract.				
Proposed Candidate Name	Brief description of roles and responsibilities:			
1.				



2.					
3.					
D. Client Reference Contact Information: <i>Although the Crown does not require to contact client references at this time, the Crown reserves the right to do so to verify information provided by Bidders.</i>					
<i>Project Name</i>	<i>Person's Name</i>	<i>Person's Title</i>	<i>Organization</i>	<i>Telephone</i>	<i>E-Mail</i>