

**RETURN BIDS TO:**

Canada Energy Regulator  
 Suite 210, 517 Tenth Avenue SW  
 Calgary, AB, Canada T2R 0A8  
 Bid Email: [proposals.propositions@cer-rec.gc.ca](mailto:proposals.propositions@cer-rec.gc.ca)

**REQUEST FOR PROPOSAL (RFP)****Amendment # 1****Comments**

**Proposal To: Canada Energy Regulator**

We hereby offer to sell to Canada Energy Regulator, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out thereof.

On behalf of the bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that:

1. The bidder considers itself and its products able to meet all the mandatory requirements described in the bid solicitation;
2. This bid is valid for the period requested in the bid solicitation;
3. All the information provided in the bid is complete, true and accurate; and
4. If the bidder is awarded a contract, it will accept all the terms and conditions set out in the resulting contract clauses included in the bid solicitation.

<b>Title</b>		
Graphic Design Services		
<b>Solicitation No.</b>		<b>Date</b>
84084-21-0066		2021-06-07
<b>Solicitation Closes</b>		<b>Time Zone</b>
<b>at</b>	<b>02 :00 PM – 14h00</b>	<b>Mountain Daylight Time (MDT)</b>
<b>on</b>	<b>2021-07-23</b>	
<b>F.O.B.</b>		
<b>Plant:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other:</b> <input type="checkbox"/>		
<b>Address inquiries to:</b>		
<a href="mailto:owuor.okiro@cer-rec.gc.ca">owuor.okiro@cer-rec.gc.ca</a>		
Area code and Telephone No.		Phone No. / E-mail
<b>Destination – of Goods, Services, and Construction:</b>		
Canada Energy Regulator - La Régie de l'énergie du Canada 517 Tenth Avenue, SW Calgary, AB T2R 0A8		
<b>See herein</b>		

**Instructions:** See Herein

Delivery required	Delivery offered
See Herein	
<b>Vendor/firm Name and Address</b>	
Telephone No.	
E-mail	
<b>Name and title of person authorized to sign on behalf of Vendor/firm</b> (type or print)	
<b>Signature</b>	<b>Date</b>

The following amendments are made to the Request for Proposal:

- I. Annex D – Technical Evaluation Criteria is deleted in its entirety and replaced by the following:

**ANNEX “D”**

**TECHNICAL EVALUATION CRITERIA**

**1 Technical Evaluation**

In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

The technical bid should clearly, and in sufficient depth, address the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating statements contained in the bid solicitation is not sufficient. The Bidder should explain and demonstrate how it proposes to meet the requirements and how it understands and will carry out the Work. Any bid which fails to meet one or more of the mandatory requirements will be deemed non-responsive. Point rated evaluation criteria not addressed will be given a score of zero.

All Suppliers are advised that only listing experience (i.e. copying and pasting the services from the Category descriptions detailed in Annex “A” – Requirements for Services, without providing any supporting data to describe when, where and how such experience was obtained) will not be considered to be "demonstrated" for the purpose of the evaluation. All professional experience must be fully documented and substantiated in the proposal.

**1.1 Mandatory Technical Criteria**

The Bidder must complete the Mandatory table and enter a “Y” for “Yes” or “N” for “No” in the “Met” column and provide the appropriate deliverables.

Bidder must also provide cross-reference to its proposal where criteria is met.

**1.1.1 Mandatory Criteria**

<b>MANDATORY REQUIREMENTS</b>			
	<b>Description of Requirement</b>	<b>Cross Reference to where criteria is met in the proposal</b>	<b>Met Yes/No</b>

<b>M1.</b>	<p>The Bidders proposed resources must have a minimum of 3000 hours of experience providing graphic design services at date of bid closing.</p> <p>To meet this requirement, Bidders must provide:</p> <ul style="list-style-type: none"> <li>i. resumes that show that the proposed resources have all the required experience; and</li> <li>ii. completed Annex E- client reference forms</li> </ul>		
<b>M2.</b>	<p>The bidder must meet the requirements for availability of up to 3 resources at one time.</p> <p>To meet this requirement, Bidder must provide the names of at least three proposed resources who meet the requirements of M1</p>		
<b>M3</b>	<p>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>To meet this requirement, Bidders must submit completed Annex E- client reference form.</p> <p><b>Note:</b> The contracting authority may contact the references provided by the Bidder for purposes of validation.</p>		

## 1.2 POINT RATED REQUIREMENTS

Proposals will be rated using the following table:

Rating Table	
Percentage of Available Points	Basis for Percentage Distribution
0%-49%	The response is deficient. Bidder receives 0%-49% of available points for this element.
50%-69%	The response includes some information and understanding that is relevant to the stated criteria but is also missing substantial information and does not demonstrate a full range of understanding for all the elements of the stated criteria. Bidder receives 50%-69% of available points for this element.



70%-84%	The response includes most of the information required to be complete and an understanding that is relevant to all of the elements of the rated criteria. Bidder receives 70%-84% of the available points for this element.
85%-99%	The response includes a substantive amount of the information required to be complete and clearly demonstrates a full understanding of all of the elements of the rated criteria. The Bidder receives 85%-99% of available points for this element.
100%	The response is complete. Information provided demonstrates a full range of in-depth understanding of all of the elements of the rated criteria. Bidder receives 100% of available points for this element.

**Point-Rated Criteria:**

	Description of Requirement	Max Points	Evaluation Guideline	Awarded Points
R1.	<p>The bidder has provided samples of previous graphic design work by the proposed resources similar in nature to the work proposed in the SOW.</p> <p>Bidders should further demonstrate, in writing, the experience they have in completing previous work as noted in the Statement of Work.</p>	50	<p>The bidder should provide hyperlinks or electronic photos of samples that display the full spectrum of the bidder's creativity, innovation, and diversity of talent.</p> <p>The bidder should provide a brief narrative describing the work completed by the proposed resource(s).</p> <p>Samples should include infographics and document design/page layouts.</p>	
R2.	<p>The bidder has demonstrated capacity to perform the scope of work detailed in the Statement of Work.</p>	20	<p>The Bidder has identified key personnel who may be assigned to provide services as described, including their résumés, with detail of their roles and responsibilities related to the work to be performed under the contract.</p>	



R3.	The Bidder should demonstrate its management process and how it would manage requests for graphic design services when working offsite, including urgent requests, as described in the Statement of Work.	15	The bidder should describe the process for managing design requests.	
R4.	The bidder should demonstrate experience with the Government of Canada's Policy on Communications and Federal Identity by providing three samples of its work.	10	The bidder should provide hyperlinks/electronic photos of examples and a detailed description of projects adhering to Canada's Policy on Communications and Federal Identity and associated procedures and standards.	
R5	The bidder's proposed resource should have at least 3000 hours experience at date of bid closing in graphic design services.	15	<p>The points will be awarded as follows:</p> <p>Over 3000 Hours to 5000 Hours. – 5 points</p> <p>Over 5000 Hours to 8000 Hours– 10 points</p> <p>Over 8000 Hours – 15 points</p>	
Total points available for point rated criteria for (R1+R2+R3+R4+R5) = 105 points. Minimum points require for point rated criteria: 77 points				

## II. Insert: Annex E- Client Project Reference form



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				
<b>Bidder's Name:</b>				
<b>A. LIST OF PROJECTS</b>				
- 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>B. Projects Scope information</b>				
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.				
<b>C. Graphic Design Services information:</b>				
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.					
<b>D. Client Reference Contact Information:</b> <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>