



Bidder Question	Response
<p>You state under Location of Work (pg 24): “The work shall be performed at the Consultant’s location. No travel and living expenses are required.” In the Description of Work (pg 23), it states “Lead designer, as identified by the supplier.</p>	
<p>Would travel to Calgary be required (if not located in the city) three times per year to attend meetings/workshops.”</p> <p>Can you clarify the expectation about travel and travel expenses for this contract if our firm is out of Province?</p> <p>Will preference be given to Calgary or Alberta-based firms?</p>	<p>It is expected that all the work will be performed at the Consultant’s location. However, the lead designer may be required to travel to Calgary (up to three times per year) to attend meetings/presentations/workshops.</p> <p>When deemed necessary, required travel must have prior authorization by the Project Authority. Travel expenses will be reimbursed in accordance with the <u>National Joint Council Travel Directive</u>.</p> <p>No, preference will not be given to local consultants.</p>
<p>On page 3 you state: The Canada Energy Regulator (CER) has a requirement for graphic design services to support various teams within the organization on an “as and when requested” basis. Up to three resources may be required at various times for varying periods of time. This solicitation is intended to result in the award of 1 (one) contract which will be for one (1) year plus two (2) one-year irrevocable options allowing Canada to extend the term of the contract.</p>	
<p>Please clarify if you plan to select only 1 vendor or 3 vendors for this contract?</p>	<p>The solicitation process is expected to result in a contract with one (1) vendor. That vendor is to have up to 3 resources available to work at any given time</p>
<p>Do the various CER internal support teams include creative services personnel, or are they</p>	<p>The CER does have creative services personnel on staff. This contract will be used to</p>



<p>subject matter experts only and you outsource all creative services to external vendors?</p>	<p>supplement our internal resources and would typically be used during busy time periods or for projects that have very specific requirements or a tight schedule.</p>
<p>On page 23, under Description of Work, the last bullet states: "Knowledge transfer by providing CER staff with courses relating to data visualization principles and design best practices, which may include user experience, data analytics dashboard design, data visualization and infographic design".</p>	
<p>Can you tell us your expectation around these 'courses'?</p> <p>Who exactly would we be training? Designers or subject matter experts? How many individual courses are you anticipating? How often would these happen?</p>	<p>The contractor would be provided with detailed course requirements. Course delivery format may include individual lectures, workshops, online videos, or similar formats as determined in consultation with the CER. The expectation would be for the contractor to prepare course material in consultation with CER internal subject matter experts and to lead course instruction.</p> <p>There could be advanced courses for designers or more introductory courses for other CER employees</p> <p>Current estimate is one (1) course per year.</p>
<p>With respect to the aforementioned RFP, I wonder if you could please clarify if the submission should be made via e-mail to proposals.propositions@cer-rec.gc.ca or owuor.okiro@neb-one.gc.ca?</p>	<p>Bid submissions are to be made to: proposals.propositions@cer-rec.gc.ca</p>
<p>Bid solicitation closing date</p>	<p>The bid solicitation closing date is extended to July 23, 2021. The closing time remains unchanged.</p>

CER refers to Canada Energy Regulator.

RFP refers to Request for Proposal

SOW refers to Statement of Work