



<b>Bidder Question</b>	<b>Response</b>
Do Bidders have to use the included forms 'As-is' in our submission, or can we provide our answers using our own design/layout? For example - Annex E - do you want our response submitted using the form as supplied, or can we incorporate the questions and our answers into our proposal design?	Bidders may choose to add to and/or custom design their response to present information required on Annex-E Client Project Reference form. Bidders are responsible for ensuring their proposals address the requirements of Annex E for purposes of evaluation.
Is there a minimum or maximum number of case studies/project samples required for demonstrating our capacity to fulfil the Statement of Work?	There is no minimum number of samples required to be provided by Bidders.  A maximum of three is considered adequate for the purpose of demonstrating how the experience/skillset of the 3 proposed resources match the requirement specified in the Statement of Work.
In Annex E, you require three samples with billings at least 3000 hours.  Is that 3000 hours each, or together?	Under Annex E, a minimum of 3000 hours billings in total is required.  Bidders are to determine how many projects to include demonstrating how this requirement is met.
Regarding mandatory criteria M1, please confirm if all the resources identified need to have 5 years of experience in the same as we will definitely have that for a couple of them?	Amendment # 1 to the RFP includes a requirement for each resource to have at least 3000 hours experience providing graphic design services at the date of bid closing.
What is the CER's annual spend is for a contract of this nature?	The budget for the requirement is currently estimated to range from Cad\$: 10,000.00 to approximately Cad\$: 150,000.00
Regarding point rated criteria R4, would 2 samples suffice of this work or is it a requirement for bidders to provide 3?	A bidder who only provides two (2) examples will not be eligible to receive the maximum number of points available under the respective section of the point rated criteria.

CER refers to Canada Energy Regulator.

RFP refers to Request for Proposal

SOW refers to Statement of Work