



**SEN RFP-019 21/22**  
**Labour and Employment Law Services and Litigation Relating to Parliamentary Privilege.**  
**Questions and Answers #2**

October 22, 2021

**Q1.** Part 2 – Bidder Instructions. Signature Requirement. I. The cover page (page 1) of this RFSO must be completed, signed, and dated, and all other pages must be initialed and returned with any bid by the bidder or any person with the authority to bind the bidder to contracts, thereby acknowledging that the bidder has read, understood, and accepted the complete RFSO.

Does the requirement to initial “all other pages” pertain to the RFSO document itself or, are initials to be applied to only each page of proponents’ proposal responses?

**R1.** The requirement for Initials in “all other pages” as indicated on page 7 of 55 is replaced with the following:

The requirement is that Page 1 of this RFSO must be completed, signed, dated and returned with your mandatory requirements bid thereby acknowledging having read, understood and accepted the complete bid package and all addendums issued.

**Q2.** Part 2 – Bidder Instructions: Signature Requirement. Will the Senate of Canada accept an electronic signature page for this requirement, considering that proponents are submitting their proposal responses by email and not by hand delivery of a hard copy?

**R2.** The Senate will accept an electronic signature.

**Q3.** Part 3 - Bid Preparation Instructions: 1. The Senate requires that bidders provide their bids in a single email transmission, with the parts of their bids in separate PDF files as follows:

File I: Mandatory Criteria and page 1 of the RFSO signed

File II: Technical Bid

File III: Financial Bid — Annex “B” — Basis of Payment — Scenarios; and

Financial Bid — Annex “C” — Basis of Payment — Hourly Rates

File IV: Annex “E” — Direct Deposit Enrollment Form

Can the Senate of Canada provide editable forms for the following documents below, or if not, can the Senate of Canada confirm if proponents are able to recreate/modify the various forms included in the RFP package?

**R3.** Editable forms are not available. Proponents are allowed to recreate the forms, but not modify the forms.



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- Q4.** Part 3 - Bid Preparation Instructions: File IV: Annex “E” — Direct Deposit Enrollment Form: I. A bidder must complete, sign, and return Annex “E” — Direct Deposit Enrollment Form with their bid.

Can the Senate of Canada clarify the process of obtaining the online Direct Deposit Enrollment form? Will an electronic signature suffice for this requirement? Can a screen shot of the completed Direct Deposit Form online be pasted into the body of the proposal submission in order to sufficiently comply with this requirement?

- R4.** The Direct Deposit Enrollment form (Annex “E”) was provided with the RFSO and must be completed and returned with the bid. Electronic signature will be accepted with this form. The Senate will accept a screen shot of the completed Direct Deposit Form as long as it is readable.