



Date: July 14, 2022

Title: Master Planning for Missions at Various International Locations / B

Solicitation Number: 20-165272

The following Questions & Answers is in link with the solicitation document mentioned above.

Questions & Answers # 2

Q1. “Could you please clarify on how many references are required to be provided per each Key Individual?”

Do we need to provide a reference for each project they have completed?”

A1. Regarding MT1. Corporate experience, no reference is required.
Regarding MT2. Experience of personnel, a minimum of one reference per Key Individual is required.

Q2. Our document has been signed by an authorized Commissioner of Oath; however, this Commissioner of Oath does not use a seal. In this case, can we submit our document signed by a Commissioner of Oath without a seal?

A2. Yes, the document signed by the Commissioner of Oath is acceptable.

Q3. “Page 36 of the ITQ states resumes and references letters must be submitted for evaluation and that documentation longer than two pages per key individual will not be considered.
Is the Government of Canada looking for general references that include client name, project, telephone, email? Or do you require a signed letter of reference from a client? If so, is this letter of reference for the firm, or for the key individual?”

A.3 A reference letter is not required. See addendum no.3, item 1. Providing the reference name and contact for each key individual is sufficient for evaluation.

Q4. “Is the letter of reference included in the 2-page maximum for key individuals, leaving only one page for key individual resumes?”

A4. A reference letter is not required. See addendum no.3, item 1. Providing the reference name and contact for each key individual is sufficient for evaluation.

Q5. “The Technical Application must not exceed 30 single-sided pages. To confirm, this excludes resumes, but does it also exclude reference letters (if required), Government of Canada forms (cover page of the ITQ, Appendix B.1 Application and Certification Form and Appendix B.2 Technical Application Form), cover page of the proposal response, and table of contents?”



- A5. A Technical Application must not exceed [thirty (30)] single-sided pages, plus resumes, cover pages, divider pages and brochures, globally to be no larger than [ten (10) MB]. Canada may decide to not consider any Technical Application that is longer or larger than these maximums.
- Q6. “Can suppliers recreate Appendix B.2 Technical Information’s mandatory checklist in their own format to make the review and evaluation more streamlined? Or do we need to utilize the form as is?”
- A6. Suppliers can recreate Appendix B.2 Technical Application’s mandatory checklist in their own format.
- Q7. Can you expand on the requirements/responsibilities for real estate services and financial analysis and audit?
- A7. The requirement for the real estate services is to investigate and advise on the local real estate market in order to assess if Canada’s existing property has value as a long term investment or if the consultant recommends a sale and purchase of new property. These services would also be used to input into the consultant’s cost analysis should temporary relocation is needed to develop Canada’s existing property.

The requirement for the financial analysis and audit services is to review the current operational costs of Canada’s property, identify unsustainable spending and advise how a re-development of existing or purchase of a new site for Canada would ensure long-term investment and economic health.
