

RFP-2024-05
PUBLICLY AVAILABLE SPECIFICATION - COASTAL PROJECT OPTIONS
APPRAISAL GUIDE

QUESTIONS AND ANSWERS #2

1. Question: The list of intended users and audience is broad, with a diverse range of interests, backgrounds, and perspectives. Although plain-language summaries will be included to improve uptake from a broader audience, guidance documents are often most tailored to a specific intended primary audience. Has a primary set of users/audience (and thereby the level of detail related to specific topics) been identified at this time?

Answer: SCC has not narrowed down the list of intended users to a set of primary users / audience at this time. This task will be part of the supplier's work, through stakeholder consultation, research, and/or committee deliberation.

2. Question: The RFP indicates that each member of the bidding team should have, among other qualifications, "at least three (3) years of experience in writing guidance or best practice documents." Having considered different ways in which to configure our proposed project team, we believe it would be highly effective (functionally and with respect to cost) to include someone who is able to contribute specifically in a support role - facilitating communications with the committee, collating and categorizing input from reviewers, supporting lead authors with targeted research, etc. Since this person would not themselves be responsible for formulating guidance, it does not seem like the mandatory criterion indicated above would be of relevance for their proposed role. Would SCC consider waiving this mandatory criterion for a team member of this description?

Answer: As long as at least two core team members have this qualification, SCC can waive the requirement for additional team members.

3. Question: We are of course committed to supporting the effective participation of stakeholders, rights holders, and expert reviewers in both official languages of Canada throughout the guidance-development process. We also believe that the proposed budget (of up to \$30K) for translation services is likely adequate. Should, however, the \$30K limit need to be exceeded (if, e.g., the active offer requirements result in meetings with simultaneous translation and costs mount) how might this be addressed?

Answer: Due to budgetary constraints, SCC can only cover translation costs up to \$30k for this project.