

**TBIPS BID SOLICITATION No. RFX002902
SENIOR BUSINESS ANALYST
QUESTIONS AND ANSWERS
DATED JUNE 25, 2024**

No.	Bidder Question:	CMHC Response:
1	<p>Could the Crown please verify that the correct Workstream in Attachment D – Pricing Form should be Stream 4 – Business Services, and not Stream 5 – (P) Project Management Services as currently indicated?</p>	<p>Correct, it is Workstream 4.</p>
2	<p>1. Would the Crown please confirm if there is currently, or has been within the past 6 months, any contracted resource performing the services described within the RFP? If so, please identify the incumbent and contract value.</p> <p>2. Section 1.2b states that up to four (4) Contracts may be awarded for one (1) Workstream, however, the RFP later states that two Business Analyst resources will be required upon contract award, with an additional 3 resources required through the TA process. Considering that bidders can only submit two resources for submission, would the Crown please confirm if multiple contracts are awarded, how will they be allocated across different vendors?</p>	<p>1. CMHC has or has had several professional services contracts for resources to work on the Homebuyer Transformation Project now called CMHC Connects. These contracts were issued through various procurement methods including CMHC’s own Supply Arrangement, TBIPS or other. Please visit CMHC’s website where all CMHC contracts over \$10K are disclosed.</p> <p>2. The total number of contracts to be awarded is two. This will be corrected in an amendment to the bid solicitation.</p> <p>The budgeted dollar value for the requirement will be divided equally between the two winning bidder contracts.</p>
3	<p>We have a question per Table 3 – Resource Technical Rated Criteria, item no. R1 indicates that the proposed resource’s “overall resume” is eligible to receive 50 points as part of the evaluation. Can CMHC please provide an understanding of how that overall point total will be awarded, and what components featured in the resource resume are being evaluated as part of the scoring matrix?</p>	<p>The overall resume scoring will be assessed by assigning points for the strongest resumes, meaning length and type of experience/projects and education which is above the minimum requirements for senior BAs.</p>
4	<p>Would it be possible to extend the deadline of July 2nd to July 5th or July 8th as it is a long weekend prior to July 2nd</p>	<p>The submission deadline is extended to July 8th, 2024 at 2:00 pm EST.</p>

	and many will be away and may it difficult to conclude the proposal please.	
5	<p>We note that the pricing table on page 46 is asking for one price for the two senior Business Analysts. Would the Crown consider allowing the table to reflect two separate hourly rates – one per resource.</p> <p>As you know the hourly rate is determined by what each resource wants to receive as compensation and then the agency representing them adds a margin resulting in the final hourly rate.</p> <p>Example: Resource 1. Hourly rate 90.00 Resource 2. Hourly rate 70.00</p>	<p>There will be one rate based on level which is senior. The rate will be used for future TAs as well.</p>
6	<p>We would like to pose the following question to the crown:</p> <p>Due to the upcoming Canada Day holiday on Monday, July 1st, we respectfully request the crown grant a 2-day extension, amending the closing date to July 4. This will allow bidders to have a fair amount of time to put together a quality proposal and ensure the Crown's time is being utilized properly.</p>	<p>Please see response No. 4.</p>
7	<p>Is document safeguarding a requirement for this RFX?</p>	<p>TBIPS SRCL No. 6 that will apply to this bid solicitation and resulting contract.</p>
8	<p>In addition to the question in my below email, we would also like to ask the following questions:</p> <ol style="list-style-type: none"> 1. The location of work on page 1 is stated as "Remote or Hybrid (In-Person Four Days Per Month)". Can the Crown please confirm what their preference is for remote or hybrid work for the initial 2 resources provided by bidders in response to this solicitation? 2. Regarding "Table 3 – Resource Technical Rated Criteria", can the Crown please clarify how they are allocating the 50 points in R1 for the resource's overall resume? 	<ol style="list-style-type: none"> 1. The work can be either remote or hybrid. Hybrid is in person four times per month at 700 Montreal Road, Ottawa, Ontario. 2. Please see response No. 3.