



REQUEST FOR SUPPLIER QUALIFICATION ADDENDUM #1

RFSQ-DC-2023-CD-01 Economic and Industry Intelligence Service

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From: CTC Procurement

To: All Vendors

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Below are answers to questions submitted in regards to the above noted RFSQ as of April 14, 2023.

- Q1. In Section E.1 (Personnel and Background) it says that proponents may submit other assurances of corporate and financial stability, such as a letter of good standing from the proponent's bank. Would a letter from our bank that says words to the effect, "as of April xx, 2023, the proponent has an account in good standing with our bank," work okay or would you require something more formal?

Answer: Something along the following would be sufficient: This letter confirms that <person/organization name> has been a client of <Bank name> since <insert year>. Dealings with <person/organization name> have been <satisfactory/unsatisfactory, etc.> and their credit and banking facilities continue to be in good standing. Should any additional information be required please contact <bank contact information – name, email and or phone>.

- Q2. In Section E.2. (Business/Technical Requirements) it asks for descriptions of two economic analysis projects as examples of similar work carried out and asks for a reference (to be provided in Appendix 1—Proponent Information and Acknowledgment Form) for one of the projects. The reference is supposed to be from an organization other than Destination Canada. It also asks for the project report for at least one of projects. Would it be okay to do the following:

- Include one example of previous work done for Destination Canada and one example of work done for another organization.
- Include as a reference a person from the other (non-Destination Canada) organization.
- Include the project report for the Destination Canada project. (A problem with supplying reports from other organizations is that some reports may be treated as being confidential and not made publicly available. Even with the Destination Canada report, I would feel it appropriate first to ask permission from the project manager to include the report.)

Answer: The proposed examples outlined above would be acceptable.

- Q3. In Appendix 1 (Proponent Information and Acknowledgement Form) it asks to provide a document showing the current registration status of the company. Would a copy of the annual report filing work okay?

Answer: Destination Canada's preference is for the registration/certificate of incorporation. We can accept the annual report as long as it shows the current status of the business.

- Q4. Can you please provide additional information on what you refer to as an account manager for the single point of contact. Are you referring to a primary executive leader for your organization to

contact, or would it refer to a primary point of contact for the person directly managing any future work?

Answer: The Account Manager should be the primary personnel assigned to manage DC contracted work.

- Q5. Section B.2.1: This section indicates the threshold for Desirable Criteria Questionnaire to be evaluated further is 60% of 70%, in section E.5 the chart indicates 49% of 70%. Can the contracting authority clarify the threshold to be evaluated further?

Answer: The Threshold is 60% of the 70% weighting; 60% of the 70% is equal to 42%, therefore the proponent must score a minimum of 42% (of the 70% weighting) in order to meet the Threshold.

- Q6. Section E.5: This table shows the maximum percentage dedicated to each question for evaluation. Can the contracting authority clarify if there is a rubric for how responses will be evaluated against the total points percentage for each question.

Answer: Each question is evaluated on a rating scale from 0 (no response was provided) to 5 (exceptional response provided). For example, the Desirable Criteria question E.1.1 is worth 10%, which is 7% of the total 70% for the section; if the proponent's evaluated score is 5/5 then the proponent would score 7%.

- Q7. Section A1 : Can the contracting authority clarify section A1 if a contractor can submit for both Scope A and Scope B? Or does the contractor need to select one scope of work.

Answer: The proponent may respond to **one (1)** Scope of Work only.

- Q8. Section D.1.1: This section indicates a Senior Consultant must have 5+ years of experience. Can the contracting authority clarify if the Senior Consultant must be the Account Manager or Key Personnel? Or is the Senior Consultant a separate resource category.

Answer: The proponent's Senior Consultant must have a minimum 5 years of experience. It is expected that the proponent's Senior Consultant would be a Key Personnel and directly involved in DC contracted work. It is up to the proponent to decide what resource to assign as the Account Manager for Destination Canada.