

**January 22, 2019**

## **Request for Supplier Qualification (RFSQ)**

**SQ341-2019-01**

### **For Writing Services**

Please see the answers below regarding any questions raised in relation to this RFSQ.

**1. Question:**

Under section 4.0 Requirements, the first requirement refers to writing for different audiences and formats. I'm wondering what the reference to "drafts and revisions" means? Do you want proponents to demonstrate their role in this process, and if so, is it appropriate to include a note about this process in the Work Description section of Appendix A?

**Answer:**

Submissions should demonstrate the Proponent's role in and approach to the drafting and revising process. This can be covered in the main proposal or Appendix A.

**2. Question:**

The document asks for submissions to be no more than five pages. Am I correct to assume that Appendices A, B and C, or are to be counted separately from these five pages?

**Answer:**

Correct.

**3. Question:**

For work samples, is it appropriate to include work from 2015? Or is the cut-off 2016?

**Answer:**

One work sample prior to 2016 is acceptable.

**4. Question:**

What format should be used to illustrate web content writing, a link to a specific part of the site? And are PDFs appropriate for other work samples such as corporate publications?

**Answer:**

Links and PDFs are both appropriate depending on the nature of the sample.

**5. Question:**

For Appendix B (Reference Form), as we are submitting our proposal as an agency that has a team of on-staff writers, how many references do we need to provide? Just three in total, representing key clients/projects we've worked on collectively within the last three years? Or three for each writer named in our proposal (recognizing that most of our clients/references would be shared across our team members)?

**Answer:**

The latter would be correct.

**6. Question:**

Regarding the work samples, what is the best way to provide these? PDFs as separate attachments, hyperlinks in the body of our proposal, etc.?

**Answer:**

See question 4.

**7. Question:**

Is Appendix C (Form of Offer) available as a Word document? If so, this would allow us to fill it in more easily than a PDF and also include it as part of the same file as our main proposal.

**Answer:**

Yes, issued with this Q&A.

**8. Question:**

Much of the information required in Appendix C is the same as the submission requirements listed in Section 7.0 (e.g., company legal name and contact details, hourly rates). If these items are already covered in Appendix C, do they also need to be included within the five pages of the main proposal? Or can that information be excised from the main proposal, leaving more room to describe our relevant experience, approach to customer service, etc.?

**Answer:**

See question 2.

**9. Question:**

The RFSQ # on the cover page and in the footnotes is listed as "SQ341-2019-01", but on Page 8 (Section 9.0) it is noted as "SQ333-2018-01". Could you please confirm the correct RFSQ #??

**Answer:**

Apologies for the error, as this procurement is SQ341-2019-01 for Writing Services.

**10. Question:**

On Page 7 (Section 7.0, sub-section E), the RFSQ states that submissions should include "Hourly rates and fee schedules (for revisions, project management...". Are you interested in seeing our hourly rates for the types of activities mentioned (e.g. revisions, project management, other) and/or would you like additional information on the steps/processes involved in each?

**Answer:**

Please provide hourly rates for the activities mentioned. Additional information regarding steps/processes can be included in the main proposal if you choose.

**11. Question:**

On Page 8 (Section 7.0), the RFSQ indicates that three examples of work produced in the last 3 years need to be provided, along with references for three key projects completed for different clients in the last 3 years. Is the expectation that these references are for the work examples provided as part of the proposal submission, or can we offer other references for work completed?

**Answer:**

The references do not need to be specific to the work samples.

**12. Question:**

On Page 17 (Appendix C, Form of Offer), the RFSQ states to "Please fill out the chart below to identify your availability for work identified Section 1.0 Nature of Requirement and the rate per day for this work".

- a) Section 1.0 Nature of the Requirement does not seem to exist (Section 1.0 in the RFSQ is Background and Objective). Could you please clarify to which Section this statement is referring to?
- b) The statement requests rate per day for the work, but the table requests hourly rate for services rendered. Could you confirm whether hourly or daily rates should be provided?

**Answer:**

- a) 4.0 Requirements.
- b) Please ignore rate per day and only provide hourly rates.

**13. Question:**

Could you please confirm that Appendix C (Form of Offer) is not included in the 5-page limit for the proposal?

**Answer:**

See question 2.

**14. Question:**

We believe there is a typo in the section on page 8 for questions to be sent, in writing, to the Procurement Contact referencing RFSQ # SQ333-2018-01. Please confirm the correct reference is RFSQ# SQ341-2019-01.

**Answer:**

See question 9.

**15. Question:**

What are the requirements in terms of expertise or knowledge of cancer/oncology/medical writing? Is this a requirement or a nice-to-have capability?

**Answer:**

Proponents are asked to demonstrate their ability to fulfill the requirements as outlined in section 1.0, 4.0 and 7.0.

**16. Question:**

Are there any location requirements or restrictions for where the work must be completed? Do writers need to be onsite or can they work remotely?

**Answer:**

There is no requirement to work at the Partnership's office, but Proponents must be able to work with the Partnership on individual projects, as required.

**17. Question:**

Are there any travel requirements for the writers?

**Answer:**

No travel is anticipated at this time; yet, Proponents must be able to work with the Partnership on individual projects, as required.

**18. Question:**

Are writers required to be bilingual (French/English)? Will written deliverables be French, English or both?

**Answer:**

Bilingualism is not required. Written deliverables are to be produced in English. The Partnership will manage translation when needed.

**19. Question:**

How many projects are expected each year? Can you provide estimates on number of writer hours you anticipate annually?

**Answer:**

As noted in section 1.0 (page 4), being a pre-qualified vendor does not guarantee a volume of work. The Partnership anticipates up to four (4) projects annually, but the number of hours would be determined by the nature of the project.

**20. Question:**

Do you require any additional resource help (editors, graphics development, etc.?)

**Answer:**

No, not at this time.

**21. Question:**

While I understand it does not include references (Appendix B), do the required Appendix A and C documents make up part of the 5 page length restriction or are they considered extra?

**Answer:**

See question 2.

**22. Question:**

While I see that each request and deadline will be mutually agreed upon, I'm not clear on how individual projects will be budgeted. Will the proponent provide quotations for individual projects as they are assigned or will the Partnership be setting budgets that consider their expectations of the hours and costs based on the proponents rates?

**Answer:**

The Partnership will develop a scope of work for each project, which may or may not include a specific budget. Pre-qualified vendors would be asked to review the scope of work and estimate the number of hours required and provide a quote.

**23. Question:**

Are the 60 day payment terms as described in section .23 Payment negotiable?

**Answer:**

This is our standard language; yet, payments may be made sooner.