



Request for Proposal # 84084-15-0151/A

Note the following responses to Bidder questions:

Question # 1

The National Energy Board ("NEB") is requesting bidders to provide two references of previous work performed under MTC 3. Please confirm that the required references must be based on mandatory requirement MTC 1 "related to whistleblowing, compliant investigation or handling of confidential information"

Response to question # 1

Yes, the required references must be related to the work the bidder has done related to whistleblowing, complaint investigation or handling of confidential information.

Question 2

MTC 4 requires the bidder to provide a proposed schedule for the completion of the work. Is there a start date and/or an end date which should be considered when building the schedule for the completion of the work?

Response to question # 2

We are planning to award the contract as soon as possible following the closing date of the RFP. NEB estimates a start date by 30 October, 2015. The end date for the contract is expected to be March 31, 2016.

Question 3

The second requirement under Annex "B" states that the training sessions would include up to 15 class participants. In order to provide an assessment of the pricing, can NEB please provide an estimate of the number of resources which will require training?

Response to question # 3

Because we cannot confirm the exact nature of the training that will be required for staff, NEB cannot state a specific number of training sessions required. NEB does not expect to require more than five (5) training sessions and believe that should be sufficient to accommodate the needs of the staff who are responding to whistleblower reports. The NEB's Whistleblower Responder Team (staff that responds to reports) is less than 15 members at this time.

Question 4



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In developing the procedure for the receipt of whistleblower reports, is it fair to assume that NEB has made a firm decision to manage the in-take internally, or should the option of having the in-take outsourced to a third party be considered?

Response to question # 4

The decision has been made to manage all whistleblower reports to the NEB internally. As the information submitted is often sensitive in nature, we are not considering outsourcing to a third party at this time.

Question 5

In light of the amount of work required for this RFP and other Federal Government proposal requirements, we respectfully request a two week extension for the submission of a proposal.

Response to question # 5

The period of Bid submission is extended to October 19th, 2015 at 10:00hrs MDT.

Question 6

The RFP appears to contain a contradiction with respect to the Basis of Selection criteria. Can the NEB please clarify if the Basis of Selection is:

1. 90% technical and 10% price; **OR**
2. 70% technical and 30% price.

Response to question # 6

The Basis of Selection is 90% technical and 10% price.

Question 7

R3 requires that the bidder provide training to NEB employees. We respectfully request clarification whether the required training pertains solely with respect to the administration of complaints received or does it also include investigative procedures?

Response to question # 7

The training should accommodate the lifecycle of the whistleblower report from intake to closure. This will include training relating to technical follow up on the allegations.