

QUESTION AND ANSWERS

RFP # 2021-08 “Development of a National Standards Strategy.”

1. The sample agreement has mention of completion within 18 months of signing. Does SCC have a preferred timeline for completion of the project as a whole or certain components (e.g. the consultation)?

18 months is the timeline for completion of the project as a whole.

2. With respect to the public consultation portion, could SCC highlight in general terms the intended scale of this portion (i.e. in an estimated number of participants or an estimated number of engagement sessions)?

The consultant is expected to identify appropriate breadth of consulting to ensure the needed national perspective is included in the strategy.

3. It would be our intention to submit a proposal jointly in partnership with another supplier. Does SCC have any concern about this approach?

Not as long as its clear which party is responsible for what activity.

4. Page 14 of the RFP notes that public consultation costs such as travel will “be paid for by SCC on an expense-paid basis.” Is it correct that we should thus not include those anticipated costs in our financial proposal (e.g., they will be disbursements beyond the fixed price submitted and agreed upon)?

All expected costs, including travel, should be included in the financial proposal. SCC expects suppliers to adhere to the fixed price of the contract.

5. Page 14 of the RFP notes that designing public consultation and developing materials will include “Professionally editing and translating materials into both official languages (i.e., English and French), where applicable.” Is the consultant expected to build potential costs of translation into our pricing submission or should this be considered a public consultation cost to be expensed to SCC on an ad hoc basis?
 - If the consultant is responsible for translation costs, do you have an estimated desired number of French/bilingual consultation sessions?
 - Will deliverables beyond public consultation sessions be expected to be translated into French?

The consultant is expected to include translation and editing costs in their financial proposals. The consultant should determine appropriate French/bilingual consultation based on the Canadian standardization language landscape. SCC supports Canada’s bilingual legislation and expects consideration be afforded in either official language in order for the strategy to capture a true national perspective. All deliverables intended for user consumption should be translated to either of Canada’s official languages, as required.

6. Given the COVID-19 situation, is there an expectation for in-person public consultations or would SCC be open to an all-virtual engagement?
 - If in-person is required, should any travel/accommodation costs related to work requiring the consultant to be on-site at SCC's office in Ottawa be built into the financial proposal or will they be treated as additional costs to be expensed to SCC on an ad hoc basis?

SCC acknowledges the current pandemic is forcing remote/virtual engagements as the appropriate current option.

7. Does SCC have an anticipated start and end date for the engagement?

As states in **Appendix A, 3. Period of Services:**

- (i) The contract award date is the date that the contract is signed by the Bidder and SCC.
- (ii) The service start date is the date that the Bidder and SCC agree to commence the work.
- (iii) The Bidder hereby proposes to perform the work commencing on the service start date and have work completed within the 18 months following this date.

8. Can SCC share its anticipated budget for this engagement?

It is not SCC's practice to provide budget details for RFP's. SCC is looking for a detailed outline for a recommended approach and a breakdown of all costs associated with this methodology (i.e. time, materials, tools, etc.)