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Qikiqtani Inuit Association

ADDENDUM #2

REQUEST FOR PROPOSAL FOR STANDING OFFER AGREEMENTS FOR CONSULTING AND PROFESSIONAL SERVICES

Closing 20 October 2017

Question: Can you please clarify the References that are required in the proposal? In paragraph 3.8, it is unclear whether reference contact info are sufficient; however, details in paragraph 3.7 suggest that letters of reference should be included. If letters are required, do we need to submit one for each member of the proposed team, including subcontractors? Or will one letter of endorsement for the whole team/lead person be enough?

Answer: A reference relating to work done for QIA need only contain the name of the QIA contact or a description of the work or project(s); QIA will consult its own staff and records for particulars.

Other references should be a letter or letters of reference. It is not necessary to submit separate letters for separate members of the team. The content of a letter should refer to the project(s) or the nature of the work done, as well as the writer's level of satisfaction. The letter of reference, or the Proposal itself, should mention the team members involved, and describe that project(s) or work in sufficient detail for QIA to assess the relevant experience (as set out in s.3.7) of the principal members of the team that did that work. A Proponent may submit as many letters of reference as it deems appropriate to establish the experience and the quality of each of its principal team members, but multiple letters of reference will not necessarily increase the score of the Proposal.