

## QUESTIONS & ANSWERS NO.2 – FURTHER CLARIFICATION TO Q/A NO.1

Please see the answers below regarding questions to Question & Answer No. 1 issued on Thursday, July 1, 2016.

### 1. Question:

***In your answer to question 4, you state that the maximum project budget is \$100,000. What is included in this maximum budget? For example, does it include only professional fees, with other costs being additional, or does it include professional fees, all expenses such as those for travel (e.g., to Toronto for meetings with CPAC) and translation, and HST?***

#### Answer:

The maximum budget of \$100,000 is inclusive of taxes, and should include all professional fees and all other expenses.

### 2. Question:

***In your answer to questions 7 and 22, you state that we should include a translation budget in our proposal and will need to use CPAC's prequalified translation vendor. In order for us to estimate this budget item, what is the rate per word (or other pricing formula) we should use?***

#### Answer:

CPAC's prequalified translation vendor's rate for the Person-Centered Program is \$0.24 per word.

### 3. Question:

***At the beginning of your Q&A's there is a note concerning the potential Canada Post labour disruption and proposal submission by e-mail. Does this mean that, regardless of whether or not there is a labour disruption, we now only need to***

***send you our proposal by e-mail prior to 3 pm Thursday. Or, in the case of no disruption, are we still expected to send you five paper copies as well?***

**Answer:**

In the case of no disruption, please send five paper copies as indicated in the RFP. In the case of a disruption please submit proposals via e-mail to [procurement@partnershipagainstcancer.ca](mailto:procurement@partnershipagainstcancer.ca).

- 4. The addenda published on June 30th states “The Partnership will accept submission for all open competitions via email.” This is just to confirm that we are no longer expected to submit a paper copy and an email copy.***

**Answer:**

Please refer to question # 3.