May 13, 2022

Standing Offer – Request for Proposals: CADAC Services (Canadian Arts Data/Données sur les arts au Canada)

Questions in response to the Request for Proposals (RFP) for a Standing Offer

1. Before we proceed with developing our RFP response, I would be very grateful for some guidance from you about the weight given within the selection process to language proficiency and diversity.

> All the elements provided in the responses will be evaluated during this process. Specific information concerning the weight of each criterion will not be disclosed.

2. Have there been any amendments issued, and if so, how do we access them without using Merx?

> We are extending the submission deadline to May 18, 2022, at 5 p.m. (EST). Consequently, all other deadlines are extended as presented in the amended Request for Proposals (RFP) for a Standing Offer.

3. I noticed that in Appendix 1: Proposal Format, it appears the description for Part A: Summary of Proposal refers to the pricing section. Here is what is outlined in the RFP found on page 14:

APPENDIX 1: PROPOSAL FORMAT, Part A: Summary of Proposal (maximum 2 page). Please indicate rates only for services in subject areas that are relevant to your expertise and interest (i.e., A. Provide expertise on not-for-profit and for-profit accounting, and financial health analysis; B. Provide training to improve financial and statistical data literacy and reporting in the arts sector; C. Provide training to enhance the understanding and the usage of the CADAC system, processes, financial and statistical forms and reporting to arts organizations and CADAC members and staff.

Would you be able to clarify any specific elements you would like us to address in this section? To be fair the title of this section (Summary of Proposal) is self-evident, however I want to ensure that if you have any specific elements, you want us to outline, that we can adhere to these requirements.

> Within the Summary of the proposal, please provide a description of the services you are offering related to the 4 elements and provide the rates that apply to each of them.