![Canadian Partnership Against Cancer / Partenariat Canadien Contre le Cancer logo]

November 10, 2021

REQUEST FOR SUPPLIER QUALIFICATIONS (RFSQ) – SQ220-2021-01

FOR Microsoft Consulting Services

CLARIFICATION – QUESTIONS & ANSWERS

Please see the answers below regarding any questions raised in relation to this RFSQ.

1. **Question:**
   Whether companies from Outside USA can apply for this?

   Answer: Yes, all the RFSQ requirements would need to be met.

2. **Question:**
   Whether we need to come over there for meetings?

   Answer: Meetings would be conducted via Microsoft Teams.

3. **Question:**
   Can we perform the tasks (related to RFP) outside USA?

   Answer: Please refer to the response from Question #1.

4. **Question:**
   Can we submit the proposals via email?

   Answer: Yes, please refer to Section 7 – Submission Requirements, of the RFSQ.

5. **Question:**
   Is the Microsoft technology described in the RFSQ #SQ220-2021-01 already owned and hosted by the Canadian Partnership Against Cancer or is the expectation that a successful vendor/proponent would be providing out of the box Microsoft solutions/technology?

   Answer: Yes, the Microsoft technology described in the RFSQ #SQ220-2021-01 is already owned and hosted by the Canadian Partnership Against Cancer.

6. **Question:**
   Answers require the mandatory forms to be completed, would you kindly be able to provide the Word copy of the document?

   Answer: Yes, MS Word will be issued with this Q&A.

7. Question:
We are more than willing to provide detailed information regarding the three samples of projects within the last three years. In terms of NDAs that are in place we would be unable to provide certain details. Does the Canadian Partnership Against Cancer have a workaround?

Answer: Respecting NDA agreements is important. The samples can include scrubbed data or image overlays to protect the data. Some documents may require sections or certain components to be blacked out or removed. This would still be acceptable.

8. Question:
On page 5 there is currently six categories, however on page 6 the RFSQ states that bidders can choose of five categories. Would CPAC kindly confirm it this is a typo?

Answer: Correct, this was a typo.

9. Question:
The resources required, for your proposal, are Onsite or Offsite/ remote.

Answer: Currently, all CPACC staff are working remotely. However, we are planning for a safe return to work plan in 2022, which will include a hybrid work model. CPACC uses Microsoft Teams for meetings and would prefer that Consultants use the same. If the opportunity exists for onsite face to face meetings, then we're open to the possibility, but it's not a requirement.

10. Question:
How many resources are required for each service?

Answer: Preferably, we would like to keep the numbers small, which provides the successful Proponent with a holistic view of the project. We recognize that some services may require a specific skillset and therefore would require sporadic engagement from additional resources to complete the work.

11. Question:
List 3 Relevant Projects, Provide 3 Key References, Outline a typical project process, provide 3 work samples, etc.

If we are bidding on multiple capabilities (i.e. Power BI and Azure SQL), do we need to answer these questions separately for each area. For example if we were bidding on 2 capabilities, would that mean we would provide 6 references in total, 3 for each category. If that is the case, could we use the same client if we did work with both those capabilities there.

Answer: Yes, each area should be answered separately, and it can include examples from the same client.

12. **Question:**
What does the Partnership mean by "work samples"? Will case studies be accepted to fulfill the work samples requirement?

 Answer: A work sample is a product that showcases the proponent's knowledge and capabilities and demonstrate relevant work experience. Case studies will be accepted.

13. **Question:**
Our understanding, based on page 6 of the RFSQ document, is that there are five categories that
proponents can bid on.

However, there appears to be *six* categories on pages 8-9 of the RFSQ document:

- Configuration of Microsoft Project Online to support data collection and maintenance
- Development of dashboards and interactive visual reports using Microsoft Power BI
- Development of workflows using Microsoft Power Automate to streamline business processes
- Design and development of database using Microsoft Azure SQL Database to facilitate data transformation, loading and maintenance
- Development of custom applications using Microsoft Power Apps to support data collection and maintenance
- Develop integrated processes and dynamic reporting using analytics and other data from Microsoft Dynamics 365 applications
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Could you kindly provide some clarification on this?

 Answer: See response to Question #8.