

## Phase II: Competency Profile RFP

- 1. Under Proposal Format, 2.5 Price Proposal, #4, there is a statement “...the Proponent must be prepared to provide translation and/or interpretation when necessary.” Who determines when translation and/or interpretation is necessary?**

The Proponent must be able to review material in French and English and to communicate in both languages, in writing or verbally, depending on the needs of the project. Therefore, if the Proponent comes across materials or documentation in the course of research that require translation, the Proponent will bear the cost of the translation. Similarly, if the Proponent requires interpretation for interviews or meetings not organized by CCMEC, the Proponent must also bear the cost of interpretation.

CCMEC will only provide translation and/or interpretation for materials and documents for CCMEC meetings. Additionally, any communication or documents addressed to the Competency Profile Working Group as a whole will be translated by CCMEC.

- 2. Will CCMEC accept a proposal that does not address all the items in Part 4, 4.2 Scope of the Work?**

The items featured in the “Scope of the Work” reflect common points of interest of various members of the academic-credential assessment community. Preference will be given to the Proponent who addresses as many of the items listed in Part 4 as possible, in a cohesive manner. A complete Proposal should also illustrate the reasoning behind the Proponent’s prioritization of the items, including a justification as to why some items can/might not be addressed.

- 3. Please clarify the requirement on page 6, section 2.3 Deliverables, point (a), to provide “evidence satisfactory to CCMEC that the Proponent’s financial viability, condition, and position are sufficient to complete the Project.” Specifically, what type of evidence will be considered satisfactory?**

A declaration, statement of revenues or an acknowledgement letter from a bank covering the last three months would be sufficient. The Proponent should show that its business revenues are sufficient to allow it to honour its commitment to execute the contract. A statement would show that the Proponent has recurring contracts or a regular stream of revenues.