



Request for Qualifications FII-23-07 Graphic Design Services

Addendum #1 – November 29, 2022

Answers to Questions received as at November 29, 2022

This information is posted on both <https://www.bcfii.ca/contract-opportunities/> and <https://new.bcbid.gov.bc.ca>.

Q1: For work samples, is it permissible to provide a link in the proposal document to a cloud folder containing uncompressed PDF files?

A1: It is acceptable to provide a link for work samples but please ensure that the files are downloadable and/or the link does not expire to allow for access for the duration of the RFQ.

Q2: Can companies from outside Vancouver, British Columbia, Canada submit to this RFQ?

A2: Yes, the submissions are not limited geographically.

Q3: Are vendors required to appear in person for meetings?

A3: No, meetings can be held over conference call or online meeting platform.

Q4: Can vendors perform the tasks related to the RFQ outside of Canada?

A4: This would be specific project requirement dependent.

Q5: Can we submit proposals via email?

A5: Per RFQ section 3.1, yes, email submission is required.

Q6: In Section 4.6, Desirable Evaluation Criteria, item 2 asks for project examples that demonstrate experience directly related to the BC forest sector. How important is it that our project examples are related to the BC forest sector? We have extensive experience providing services requested in a broad range of sectors, including construction and sustainability, but haven't done much work in the forest sector.

A6: The experience directly related to the BC forest sector is not mandatory. Please refer to Section 2.2.2 for other desirable areas of experience, which are:

- Forest industry including wood product manufacturing
- Architecture and design
- Wood construction including green building innovation and trends
- Forest management and/or sustainability

Q7: In Section 2.2.2, the document lists seven service categories. Can you expand on what the “creative” service category includes? What services or deliverables would be included in this category?

A6: This is a typo. See section update below.

Section 2.2.2 Request for Qualification Update

Proponents should indicate areas of speciality and services they are qualified to provide. Requested services could vary and may fall in to one or more of the following categories:

1. Advertising (Digital + Print)
2. Animation/Motion Design/Virtual Reality Design
3. Art Direction/Visual Strategy
4. Branding
5. Illustration
6. Signage and Environmental Graphics

Section 4.5 Mandatory Evaluation Criteria Update

✓ Mandatory Requirements Checklist
<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;"><input type="checkbox"/></div> <div> <p>The Submission must indicate in Appendix E – Summary of Expertise Matrix of this request, which of the six (6) categories above match their experience and/or area of expertise.</p> </div> </div>

Section 4.6 Desirable Evaluation Criteria Update

Desirable Evaluation Requirements	Percentage Score
<p>1. <u>Summary of Expertise:</u> Proponents are requested to briefly describe why they believe their skills and experience meet the requirements of this RFQ and demonstrate why they feel they should be included in FII’s list of qualified suppliers.</p>	10%
<p>2. <u>Qualifications and Samples:</u> Three (3) project examples should be provided to demonstrate that the proponent has experience directly related to the B.C. forest sector regarding one or more of the below areas:</p> <ol style="list-style-type: none"> 1. Advertising (Digital + Print) 2. Animation/Motion Design/Virtual Reality Design 3. Art Direction/Visual Strategy 4. Branding 5. Illustration 6. Signage and Environmental Graphics 	45%

Appendix E: Summary of Expertise Matrix Update

Matrix of Vendor Expertise: (Please place an “X” in the applicable categories of expertise for your company)

Include this document as Appendix E to your submission.

Advertising (Digital + Print)	Animation /Motion Design/Virtual Reality Design	Art Direction / Visual Strategy	Branding

Illustration	Signage and Environmental Graphics	Provide Years of Experience

End of Addendum #1