

# Subject Matter Experts – Consultant Services

## Request for Standing Offer (RFSO) Addendum

Addendum Details	Details
Edition	1
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### 1. Overview

This addendum forms part of the 'Subject Matter Experts – Consultant Services' Request for Standing Offers (RFSO) for the Canada Green Building Council (CAGBC), including all related documents, and amends the RFSO, as noted below:

### 2. Additions/Adjustments

There are no significant changes or updates to the RFSO and/or the related appendices at this time.

### 3. Questions & Responses

In its sole discretion, CAGBC may choose to consolidate responses or not address submitted questions for any reason whatsoever.

#	Question/Response
<b>Eligibility &amp; Scope</b>	
1	Are proponents required to submit SMEs for each of the sub-criteria under each Priority Group?
	No. Proponents may submit SMEs for any individual or multiple service categories within a Priority Group. It is not mandatory to cover all sub-criteria.
2	Are proponents required to bid on all Priority Groups in full?
	No. Proponents may apply to one or more Priority Groups and service categories, based on their capabilities and areas of expertise.
3	Can a proposal be accepted for some thematic areas/outputs but not others?
	Yes. A proponent can be selected for one thematic area/output while not being selected for others, depending on the evaluation.
4	Is experience with public/private organizations considered equal to nonprofit experience?
	Yes. Demonstrated experience and quality of outputs are evaluated irrespective of the sector.
5	How many firms will be shortlisted per Priority Group?

	There is no fixed number. Selection depends on the quality and volume of proposals received. CAGBC aims to onboard a broad and qualified pool of SMEs.
6	Can a proponent decline to participate in certain projects after being selected as a VOR?
	Yes. Proponents may decline specific Call-Up Requisition (CUR) requests due to conflicts or capacity constraints.
<b>Proposal Requirements</b>	
7	Are Curriculum Vitae (CVs) needed for all team members or just SMEs?
	CVs should be submitted for all key personnel expected to contribute to projects. SMEs should be emphasized, but supporting staff can also be listed where relevant.
8	Can subcontractors be included in the submission?
	Yes. Subcontractors may be included. Proponents should clearly outline their roles and qualifications.
9	Can we partner with other firms in the submission?
	Yes. Partnerships are allowed. Partnering firms must clearly identify responsibilities. Each firm may be required to register separately under the VOR.
10	Should we provide separate workplans for each thematic area/output?
	No. Only one general workplan is required, not separate ones for each thematic area or output.
11	If CVs are submitted now, can additional team members be added later?
	Yes. The current proposal is a snapshot in time. Additional team members may be added during future project-specific CURs.
12	Will experience delivering end-to-end projects be required, or are advisory roles sufficient?
	Proponents may support end-to-end delivery or provide advisory expertise. Both are acceptable as long as roles are clearly defined.
13	Can multiple thematic areas be demonstrated using a single project?
	Yes. Projects that span multiple thematic areas can be used to demonstrate relevant experience.
<b>Appendix B Clarification</b>	
14	How should Tab 2 of Appendix B be completed?
	Tab 2 should provide a detailed description of each role listed in Tab 1, including a brief summary of responsibilities (expertise) and a clear explanation of how the role supports one or more thematic areas and outputs outlined in the RFSO. Be sure to maintain consistency with the role titles used in Tab 1. You are not required to assign a unique role to each thematic area. It's acceptable for one role to support multiple areas, as long as this is clearly noted. The purpose of Tab 2 is to help CAGBC understand how your team's experience and structure align with the scope of work under the Standing Offer.
15	Are we expected to create separate roles per service category for pricing?
	No. You should provide roles that support the thematic areas/outputs relevant to your team and describe them clearly in Tab 2.
16	How is pricing evaluated?
	Pricing will be evaluated based on clarity, competitiveness, and appropriateness for the proposed roles. CAGBC may assess blended rates across comparable proposals.
<b>Financial Proposal &amp; Rates</b>	
17	Can travel fees be included in the financial form?

	No. Travel fees should not be included in the Financial Proposal (Appendix B) at this stage. Should the proponent be selected and a project-specific Call-Up Requisition (CUR) requires travel, CAGBC will specify that requirement in the CUR. At that point, the VOR may propose applicable travel fees in accordance with CAGBC's travel guidelines (will be shared only with the successful proponents) and National Joint Council (NJC) rates. These requirements will be clearly outlined as part of the CUR process.
18	Can we include separate annual rates to account for inflation?
	Yes. Proponents may present inflation-adjusted rates for future years, with a rationale explained in the proposal. Please note there will also be an opportunity to finalize multi-year rates within the MSA after selection.
<b>Evaluation Process</b>	
19	How will CAGBC reconcile thematic areas and Priority Groups?
	Thematic Areas refer to the specific types of work (e.g., Transition Planning, Workforce Development, Market Engagement), while Priority Groups represent broader categories used to onboard SMEs (e.g., Technical Experts, Policy Advisors, Capacity Builders). CAGBC will evaluate proposals based on how well your proposed roles and experience align with both: <ul style="list-style-type: none"> <li>The Priority Group you are applying under, and</li> <li>The Thematic Areas your team is equipped to support.</li> </ul> Proponents should clearly demonstrate how each proposed role contributes to one or more thematic areas within the context of the selected Priority Group. This alignment should be reflected in your responses and in Appendix B to help evaluators assess the suitability of your team.
20	If a firm is strong in some thematic areas but weak in others, will it affect the score?
	Proposals are evaluated holistically. Strength in key areas can offset weaker areas, depending on how services are presented.
21	Will the evaluation score be a combined single score or scored per thematic area?
	Proposals will receive a consolidated score; however, expertise in individual thematic areas is considered.
22	Will being strong in one thematic area offset a lower score in another?
	Yes. CAGBC evaluates the overall value and fit of each proponent, recognizing that some areas may be stronger than others.
<b>MSA &amp; Contract Terms</b>	
23	Can CAGBC share the Master Services Agreement (MSA) prior to selection?
	No. The MSA will only be shared with successful proponents. Questions on legal terms will be addressed post-selection.
24	Can SMEs retain rights to materials they develop under the agreement?
	No. All deliverables developed under the Standing Offer become the property of CAGBC.
25	Can SMEs reuse content developed for CAGBC externally?
	No. SMEs must receive written permission from CAGBC to use or adapt content developed under this agreement.
26	Will the current Standard T&C version (T&C TC08312002) be used?
	Yes. The current Standard T&C template with version TC08312002 will be used unless otherwise updated.
<b>Timeline &amp; Extensions</b>	

27	Will CAGBC consider extending the proposal submission deadline Unfortunately, CAGBC is not in a position to accommodate this request. Proposal submission deadline remains the same (June 20)
<b>General Clarifications/Miscellaneous</b>	
28	What is the validity period of the Standing Offer? Three years, with an option to renew for an additional two-year term as noted in Section 7.1 of the RFSO.
29	Can proponents use past CAGBC work as examples in their submission? Yes, if publicly available or if permission has been granted. Confidential work should not be shared without authorization.
30	What is the expected frequency of engagements under the Standing Offer? Engagement frequency will depend on project needs and funding availability. CAGBC cannot guarantee volume or consistency.
31	What is the submission method? All proposals must be submitted via email to <a href="mailto:corporateservices@cagbc.org">corporateservices@cagbc.org</a> , as noted in Section 3.2 of the RFSO.
32	Can Appendix A be made editable? Yes. An editable version of Appendix A will be posted in addition to the addendum.
33	Will proponents be given at least 5 business days to respond to CURs? Yes. Unless otherwise stated, a minimum of 5 business days will be provided for CUR responses.
34	Can committee involvement (e.g., Technical Advisory Group) cause a conflict of interest? It may. Any potential conflicts must be disclosed in Appendix A for review by CAGBC.
35	Can proponents negotiate the MSA terms after being selected? To streamline the contracting process and minimize legal review time and cost, the MSA has been developed as a standardized document and is not typically subject to extensive negotiation. Proponents are advised that material changes to the terms and conditions may not be accommodated.
36	What is the anticipated volume of work or VOR usage across 3–5 years? Volume will vary depending on project funding and CAGBC priorities. No specific projections are guaranteed.

## 4. Terms & Conditions

1. All other terms and conditions remain unchanged.
2. Proponents are required to acknowledge all Addenda in their Proposal submission. See Appendix A – Submission Form.

Best Regards,

CAGBC Procurement Team  
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