

Questions and CEPF responses regarding Request for Quotations for Web Producer
(Request opening date 10 August 2020.)

1. The only timeline reference CEPF has provided suggests that “the contract would be in effect through 30 June 2021”. *What are the actual contract dates? When would the contract start?*

CEPF response: Contract will commence as soon as an offeror is selected and an agreement can be established.

2. How many hours of work will be required each week? Will it be a set number of hours or will the workload vary each week?

CEPF response: Hours will vary depending on services needed. Based on previous experience, CEPF estimates around 23 hours per month.

3. Continuing from question #2... If the workload will vary, what is the range of hours that the vendor might be asked to work each week? Is there an average number of hours that vendors should expect to work?

CEPF response: Using our monthly estimate of 23 hours, we estimate an average of 5 to 6 hours per week.

4. Will there be work to do each and every week – or might there be some weeks when no work is required?

CEPF response: We anticipate a steady flow of assignments. CEPF works with the contractor to set reasonable deadlines for each assignment, and in most cases it will be left to the contractor to schedule their work in order to meet the agreed-upon deadline. Contractor time away—vacation days or other time off—can be coordinated with CEPF. There may occasionally be urgent assignments where CEPF will request completion as soon as possible.

5. Does the work need to be done during specific North American or other locality office hours? In other words, will there be set work hours during the typical work week, on weekends or both?

CEPF response: Set hours/location will not be required, but the contractor does need to be occasionally available during North American office hours to allow for direct communication and meetings with CEPF’s communications team and the firm that manages maintenance and support of the website. The assignment also may, rarely, require working with a team based in Japan which may require the contractor to work during Japanese office hours. Terms of availability will be established as part of the contract.

6. Do you expect that there will be quick turnaround requests? If so, do you expect quick turnaround requests to be the norm or only something that only happens periodically?

CEPF response: We do expect occasional quick-turnaround assignments, but that's not the norm.

7. Has CEPF budgeted for a specific number of total hours (spanning some number of months or an entire year) for this project?

CEPF response: The anticipated cost of this contract is incorporated into CEPF's annual budget.

8. Please let me know which type of quotation you're looking for vendors to provide: (A) hourly rate; (B) weekly rate that would be billed regardless of actual hours worked; (C) monthly rate that would be billed regardless of actual hours worked; (D) some other type of rate basis.

CEPF response: We are asking for an hourly rate quote. Please see Section VI and the amendment to Section VI for further clarification.

9. Do you need a developer (a coder) or a consultant with more than 13 years in digital media and Drupal CMS?

The call for quotations explains the duties of the web producer. Someone with 13 years of digital media and Drupal experience seems to fit well with the call. Writing code is not required.

10. Would the person you are looking to recruit for this project can subcontract some tasks - (with no additional fees to CEPF)?

No.

11. Do you require a resume or just examples of previous projects and references?

There is not a specific requirement, but we advise you to provide clear evidence of skills and experience relevant to the role described.