

CHANGES TO THE SHORT-FORM REQUEST FOR PROPOSALS SMART FORM TEMPLATE

NOTE: The “Date” column indicates when the change was made

Previous Wording/Functionality	New Wording/Functionality	Benefit	Date
SRFP Rules	Updated to reflect updated functionality, particularly related to email submissions	Conforms rules to be more suited to updated template	October 2016
Scope Restricted to contracts valued at \$250,000 or less	Can be used for contracts valued up to \$250,000 on average per year (<i>all other scope requirements remain the same</i>)	More contracts will be eligible to use the SRFP, but could increase risk accordingly	October 2016
Look & Feel	Instructions to the SRFP writer are all in purple italics	Easier to distinguish instructions to writers (will not appear in final version) from template text	October 2016
	Sections with options are separated by purple borders	Easier to determine options available in each section	October 2016
	Options that are not selected are greyed out (but are still available while in working version mode)	Clearly able to see which sections have been completed	October 2016
SRFP Headings: Issue and closing dates updated each time the SRFP working version was opened	Issue and closing dates do not automatically update once dates are selected in the working version	No need to update dates each time working copy is opened	October 2016
SRFP Headings: Restricted to hard copy and e-Bidding delivery only	Added ability to allow email submissions, at the discretion of the SRFP writer, with the recommendation to review the Guidelines for the Receipt of Submissions Via Email	Convenient for both the delivery and receipt of proposals (although does create additional risks)	October 2016
SRFP 6. Proposal Evaluations Limited to either 2 categories, or 2 categories plus Price/Budget	SRFP writer can issue with only 2 categories of their choice, or they have the option to add price or budget, and/or a 4 th category	More flexibility in how many categories can be included	October 2016
SRFP 6. Proposal Evaluations Multiple options written for evaluating Price, if selected	If Price is selected, the options for evaluations have been simplified – the usual formula or a free form box for something else (suggestions can be found in section 3.13.2 of the Ministry Writers’ Guide)	Simplifies the form without limiting options for pricing	October 2016
SRFP 7. Trade Agreements <i>NEW</i>	SRFP writer identifies which trade agreements apply, dependent on dollar value of the contract (excludes Shared Cost Arrangements)	Allows compliance with requirements of trade agreements	October 2016
	References to the Agreement on Internal Trade (AIT) changed to the Canadian Free Trade Agreement (CFTA)	Complies with the new CFTA, which replaces the AIT as of July 1, 2017	July 2017

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Appendix A: Gold instructions <i>NEW</i>	Gold instructions at the top give proponents information on the version of Adobe required to complete the Appendix	Assists trouble shooting of problems related to Adobe versioning	October 2016
Appendix A: 4. Heading (Experience) Option to evaluate experience using the tables or not to evaluate experience	Can use the boxes for experience in section 4, or free-form fields to evaluate experience or something else	Clarifies option to evaluate experience using a methodology of the writer's choice	October 2016
Appendix A: 4. Heading (Experience) If evaluating individuals, no ability to separate qualifications from projects if using the tables	SRFP writer has the option to ask for named individuals	Proponents only have to describe these individuals' qualifications / education once rather than with each project if using the tables	October 2016
Appendix A: 6. Optional Heading <i>NEW</i>	If the additional section is indicated in section 6 of the SRFP, another section will be added to Appendix A to match, with free-form text fields (one for the description of what's required, and the other for instructions to the proponents).	Flexibility to add additional categories with clear requirements and instructions to proponents	October 2016
Appendix A: 6/7. Price Expenses restricted to Group II only	If travel expenses apply, option to indicate Group I or II	Allows flexibility in cost of expenses	October 2016