

CWC's Wood Handbook for Builders – RFP Questions & Answers

April 17, 2020

The following questions have been received by the CWC from proponents who have submitted an intention to bid in response to our RFP to develop the Wood Handbook for Builders publication.

Question	CWC Response
1. Is there currently a timeline in place for the expected completion date of the book, or individual chapters?	We would like to complete the written content within the next 12 months (i.e. March 31, 2021). Illustrations, layout, editing, and publishing are planned to be completed in October 2021 or sooner.
2. To confirm, there is no conflict of interest with a steering committee member putting in a bid for writing content?	Steering Committee members are welcome, and encouraged, to submit proposals.
3. In the RFP Part A of each proposed chapter in the outline lists a complexity, benefit, cost and time analysis. Can you please elaborate on the time analysis? For example, in Part 1: Introduction, it states the time required is 56 hours. Is this 56 hour in reference to the committee's assumed time to complete the content for the chapter?	This was an early estimate of development time primarily meant to give a relative level of effort compared to other chapters. The proponent is free to provide alternative estimates using their best judgement.
4. Do you intend for this publication to include all original content? If any copyrighted content from the references in the RFP is to be reprinted in this new publication, will the proponents be expected to obtain permission to reprint the copyrighted material?	Copyright is assigned to the CWC. The proponent should exercise judgement. Except for CWC content, or any material owned by CWC (and the Canadian Wood-Frame Housing publication by the CMHC), the illustrative content should be original. References are permitted to other materials, but the reproduction of significant external content, especially without permission, is not recommended. CWC expects that all work produced as part of this contract to be unencumbered by copyright from other publications.
5. Who will be ensuring that all chapters, if produced by different proponents, is made consistent in style, tone, voice, scope, and content/messaging? Will the CWC make a style guide available to all contributors to ensure style consistency?	A publishing editor, contracted by the CWC, will ensure continuity throughout the publication. CWC will produce a style guide to all proponents once contracted.
6. Who is coordinating the production of the written content? What is your time frame for producing the written content?	CWC is coordinating the written content with assistance from a contracted publishing editor. Refer to Question 1 for schedule.
7. At what intervals will the publishing editor be involved in document review and comment?	A publishing editor will look at chapters after the first draft is completed and submitted. The editor is reviewing style rather than content. Content review will be conducted by the Steering Committee. The editor will look at and check all references, copyrights, and ensure the writing style is consistent across all chapters. The editor will also ensure all the illustrations are completed in a consistent style.

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8. Do you have a word/page count limit per chapter?	There is no limit. The proponents should be mindful of the intended audience. It is important to keep your audience engaged.
9. Will contributing authors be named in the publication?	Yes, contributing authors and associated company/institution will be included in the publication.
10. Will authors have any rights to reuse the content they produce?	The full world copyrights will need to be assigned to the CWC. Use of the material will be guided by Canadian copyright laws. Non-commercial use (such as for educational and lecture purposes) is permitted with reference to the CWC. Commercial-use may be permitted with written permission from the CWC. Reference must be given to the CWC in all instances.
11. Will authors have the opportunity to review illustrations and other graphic content produced in connection with their content?	Yes, authors will review, and provide comments, on any additional material produced in connection with their content
12. Do you intend to select one proponent (the author of the Teacher's Compendium) to design and write the teaching activities/exercises for all of the chapters? Are contributing authors expected to be involved in the development of the Teacher's Compendium? If so, to what extent will they be involved.	The Teacher's Compendium will be developed in a subsequent second edition. Although there are no expectations for the development of the Teacher's Compendium in this first edition, if the proponent is interested to do so, they are encouraged to indicate the interest to the CWC directly.
13. In the Appendix A outline of the content, does "Time Required" refer to the estimated number of hours budgeted for producing that content, including research, writing, review, and revision? What does "SC recommended" refer to?	Please refer to Question 3 for time requirements. "SC recommended" mean that the Steering Committee has recommended that this chapter be included in the publication.
14. Will the proponents be responsible for making all revisions to the content they are responsible for under the direction of the Steering Committee? Does the CWC reserve the right to revise the content after final submission of the content files?	Proponents will be required to make revisions as requested by the CWC (with input from the Steering Committee and publishing editor). The CWC reserves the right to make changes after the final submission.
15. Do you intend to publish an electronic version of this publication, or to make individual chapters available separately?	The publishing format is undetermined at this time. The primary intention is to publish as a printed document, however, the CWC is investigating various electronic formats that would be in addition to the printed document. The intention is to make this publication easy for use as a teaching instrument.
16. Do proponents need to submit a writing sample from each person listed in the proposal, or just one sample that represents the firm's writing work?	This depends on the extent of the role of the person or additional firms or subcontractors involved. If one person within a firm is responsible for the writing aspects, only that person's writing sample is required. Otherwise, there should be one writing sample per person or firm. Any sub-contractors should also submit a writing sample if they are providing the final written content.

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17. Section 3.2 of the RFP indicates that the proposal should be sent via email, but then it includes a statement that says the CWC reserves the right to not consider proposals submitted via email. Could you confirm that proposals should be submitted via email?	To confirm: Only proposals sent via email to rkelterborn@cwcc.ca will be considered. CWC reserves the right not to consider proposals delivered after the Submission Deadline, or sent by facsimile, or e-mail, to any other location or contact person other than the above address and contact person.
18. If an oral presentation is requested, how much advance notice will be provided?	The oral presentations are scheduled for May 8, and notifications are scheduled for May 1, 2020 . If the schedule changes, notification of 1 week minimum will be maintained.
19. Will you be notifying proponents of your decisions after Stage I, Stage II, and Stage III of the proposal review process?	All proponents will be notified after the full review process is completed (after the end of Stage III, currently scheduled for Monday, May 18, 2020).
20. Are RFPs available for the publication editor and illustration developer contractor roles on this project?	No decision has been made on the editing of the publication and the development of the illustrations. The CWC recognizes that some proponents have the capability to take on the role of the publication editor and/or the illustration developer. Interested proponents are encouraged to express this interest as part of their proposal. This expression of interest will not affect the evaluation of the proposal in any way.
21. What is your timeline to compile all the written text?	Please refer to the answer provided to Question 1.
22. Are you expecting the successful proponent(s) to work alongside the publisher and/or internal CWC staff, to finalize the content and graphic layout following submission of the technical verbiage?	Proponents will need to coordinate with CWC, including consideration of Steering Committee feedback, and the publishing editor to finalize the content. Proponents will be expected to review finalized content and graphic layouts to ensure it is as the proponent expected. This is also to protect the proponent, as the proponent's name will be connected to the content.
23. Giving the costing of fees is it possible to assign the amount towards a graduate student scholarship who would be working on the project? We do things a bit differently than a firm would in terms of stipends for graduate students.	Graduate students would need to be compensated as per guidelines provided by the Federal Government for student rates of pay. Proposals should also include the estimated number of hours the student would contribute. https://www.canada.ca/en/revenue-agency/corporate/careers-cra/information-moved/pay-rates/student-rates-pay.html
24. Regarding Chapter 5.7 Fire Protection for Fasteners & Connections. To address the additional research required we would reinforce that section and mostly assume such a contribution would have to rely on available peer reviewed and completed studies to formulate guidance. I hope that's in-line with the interpretation of Section 5.	Yes, CWC does not expect any laboratory research or testing for this chapter. Proponents should instead rely on state-of-the-art peer reviewed studies for guidance.