



Date: November-9-18  
To: Bidders for Norfolk County Bid No. HSS-SS-18-05  
Psychological Assessment Services  
From: Purchasing Services  
purchasing@norfolkcounty.ca  
Subject: Addendum No. 3 (3 page(s))

### **ADDENDUM No. 3**

This Addendum shall form part of the Contract Documents.

**The Bidders should acknowledge receipt of this Addendum on the Submission Form – Appendix A.**

**1. Question:**

2.3 Part A: for report samples, if we use prior reports submitted to Norfolk County, which reference can we use? Can we use Norfolk County staff as a reference – given they are the most relevant to those reports. If not, please advise on how we can proceed, given the best sample reports for similar work would be those associated with past work for Norfolk County.

**Answer:**

Proponents may use any report or reference that they feel best suits their proposal. For any proponent proposing to identify Norfolk County as a reference they cannot identify a specific individual. Norfolk County, at its discretion, may contact appropriate personnel to discuss past performance and may review any related documentation as a method to evaluate the reference.

**2. Question:**

2.3 Part C: Are you asking for a FULL detailed report (as part 2.3 A also asks for a report sample x 3) OR a sample TEMPLATE that we typically utilize?

**Answer:**

Proponents may use any report that they feel best suits their proposal.

**3. Question:**

3.2.1 .a. Envelope #1 - What are you considering "RFP Submission" –From our interpretation is that considered answers to Part 2.3 sec A, B, C? Please advise/clarify.

**Answer:**

Please refer to Section 2.3.

**4. Question:**

References: Please clarify the number of references required. Part 2.3 A requests 3 references for each of the reports provided but ALSO the Reference form-Envelope #1 also requests 3 references for clients. Is that a total of 3 references still? Is it possible to refer to the applicable one on the "reference form" in part 2.3A (which also depends on your response to Q1 above).

**Answer:**

Proponents will be evaluated on the references provided in their Technical Proposal as identified in Section 2.3. The references provided on the Reference Form – Envelope #1 may be the same as identified in the Technical Proposal.

**5. Question:**

"forms" – are you able to send fillable pdf or do you want/accept hand written completed forms?

**Answer:**

A fillable pdf version of the forms will not be provided.

**6. Question:**

page 30 – Mandatory Requirements Declaration form: Can the organization sign this form on behalf of our assessors as we are the signing authority for the organization. The company would be declaring that all assessors assigned to provide the services are thus vetted to be in good standing with the College.

**Answer:**

Yes.

End of Addendum