

Date: April-23-19  
To: Bidders for Norfolk County Bid No. CAO-ADM-19-01  
Consulting Services for Strategic Council Priority Setting  
From: Lynda Toft, Senior Procurement Officer, Corporate Support Services  
purchasing@norfolkcounty.ca  
Subject: Addendum No. 1 (4 pages)

## **ADDENDUM No. 1**

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:**

We are reviewing this RFP and would appreciate knowing whether the County has established a budget for this project, or whether you can provide a budget range to help inform our response?

**Answer:**

The budget range will not be disclosed for this RFP.

**2. Question:**

Would you consider:

- a. Extending the due date to May 2, or later, or if not possible,
- b. Issuing the final addendum by April 25, in order to complete and send the proposal by April 26.

**Answer:**

No. The closing date will not be extended.

**3. Question:**

Could you clarify the reason for the focus on major cultural transformation, rather than strategic planning expertise in your evaluation criteria?

**Answer:**

Refer to Section 2.1, second paragraph.

**4. Question:**

A closing date of April 30 and a signed agreement on or around May 3 imply that any on-site interviews of proponents must fit into a tight window. How much time will elapse between the closing and the evaluation process which may give rise to a schedule of these interviews? Will selected proponents be given some leeway if they have prior commitments in this timeframe?

**Answer:**

As per Section 3.4.2.2, the interviews are optional.

The anticipated agreement execution is on or around May 3, 2019. The work will commence only after written instruction from Norfolk County, and is expected to begin immediately following contract execution.

**5. Question:**

Regarding Community Consultation options and methodology. We consider this as essential and will propose so in detail. However, if the County has other means and mechanisms in mind, then any costing that we propose may be either inadequate or excessive. Discussing and optimising the methods to be used after contract award is the best way to proceed but implies that costing cannot, necessarily, be precise. In Appendix C, Price Bid Form, is it acceptable to identify the costs associated with this optional/not-yet-defined element using the Optional Pricing box?

**Answer:**

Refer to Section 2.1 c.

Proponents shall only include the hourly rates for additional consulting services outside the deliverables identified in this proposal in the Optional Pricing, Appendix C, Price Bid form.

**6. Question:**

A2 requires examples of previous work. In full, with dozens of projects, this would represent many hundreds of pages, of which most would be very similar due to the similar nature of the projects. May we assume that a statement of the general nature of the previous projects, together with a listing of the jurisdictions, and with a reasonable number of references, will meet the County requirements?

**Answer:**

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

**7. Question:**

B2 refers to information from Norfolk County. We interpret this as “knowledge” of Norfolk County. Is this a correct interpretation? If not, please amplify for us.

**Answer:**

Bidders are to identify the information that is required from Norfolk County to complete the work identified in the proposal.

**8. Question:**

Just to confirm: ALL elements in Envelope #1 should be in four (4) copies and in Envelope #2 only one (1) copy. Please advise if this is not correct.

**Answer:**

Please refer to Section 3.2.1

**9. Question:**

Will the County agree not to release an addendum later than Wednesday April 24.

**Answer:**

No. The closing date will not be extended.

**10. Question:**

Please identify an end date or provide other guidance so that we may prepare the best possible proposal for review by the County.

**Answer:**

The 2018-2022 term of Council is well underway, and the intent of this RFP is to accelerate the Council priority setting process with works to commence and be completed in an expedient manner.

**11. Delete:**

**Section 3.1 Timetable**

Deadline for Written Questions	Thursday, April-25-19 by 4:00 p.m.
Deadline for Issuing Addenda	Monday, April-29-19

**Replace with:**

Deadline for Written Questions	Wednesday, April-24-19 by noon
Deadline for Issuing Addenda	Thursday, April-25-19

End of Addendum