

Addendum #1

Addendum #1 has been issued for clarification purposes and in response to submitted questions.

Question 1

Is there a budget for the project?

Answer 1

No, a Maximum budget has not been defined.

Question 2

Clarify what is to be delivered virtually and what is to be done in person, for both the Diagnostic and Strategic Orientation phases. In Appendix D, paragraph 4.2.1.2.2 states: “Provide an overview of the proposed stakeholder engagement sessions, define medium, and anticipated outcomes. It is anticipated the most engagement session will be undertaken remotely, except for the Board of Directors meeting in October 2021.”

Answer 2

As noted in Appendix D2 – Strategic Plan Terms of Reference, the Environmental scan, and member engagement is identified as on-line or virtual and the Board of Directors planning session is defined as in-person. Any variances from Appendix D - Strategic Plan Terms of Reference are to be noted in the proponent's response as noted in Appendix D – RFP Particulars para 4.2.1.1.

Question 3

Is the delivery of the Strategic Orientation phase intended to be delivered exclusively at the Board of Directors meeting in October 2021? If not, please elaborate.

Answer 3

No. Following the delivery to and input from the Board of Directors (in-person) the consultant will prepare a revised plan that will be socialised with the stakeholders (virtually/on-line)

Question 4

In Appendix C – Pricing, paragraph 1.3 states that “Rates quoted by the proponent must be all-inclusive and must include ... all travel (excluding Board of Directors Meeting, October 2021)”. Please clarify what is meant by the exclusion of the BoD meeting in October 2021. For example, can travel be recovered for that meeting and what is the FOB?

Answer 4

The location of the Board of Directors meeting has yet to be determined but is anticipated to be in Atlantic Canada. Consultant travel expenses for this meeting will be reimbursed in addition to the proposed price.