



Addendum #1 Issued August 24, 2023

Reference: RFP #PCSP-HR-2023-20, Organizational Review

Owner: Town of Portugal Cove-St. Philip's

RFP Date Issued: August 17, 2023

This Amendment shall form an integral part of the specification to be read in conjunction therewith. This Amendment shall take precedence over all forms of the aforementioned specification with which it may prove to be at variance or may otherwise be qualified in writing by authorized personnel.

The General Conditions and all documents issued with this specification shall apply to govern all phases of the work covered by this Amendment.

The purpose of this Amendment is to inform bidders of clarifications to the procurement documents.

To advise suppliers of the following clarifications:

1. The deliverable deadlines are extended as follows:

The consultant will be required to submit a summary assessment and interim report of the current state of operations and gap analysis findings by the following date: October 13th, 2023 or 30 calendar days after contract award, whichever is later.

The consultant will be required to submit the final report with the complete organizational review and be prepared to present to council by the following date: November 10th, 2023 or 60 calendar days after contract award, whichever is later.

The expected award is during the Public Council Meeting of September 5, 2023.

2. Can you confirm whether we qualify for provincial supplier preference status from your perspective?

No, the Town cannot pre-determine whether you meet the definition of a provincial supplier before submitting your bid. It is the supplier's duty to indicate if they are a Provincial Supplier on page 13 of their bid submission, under the PROVINCIAL SUPPLIER REFERENCE section.

Please review the [Public Procurement Regulations Section 2.](#) definitions of "provincial supplier" and "place of business". Note that, during the evaluation period, the Town may require a bidder to provide additional information and/or documentation to confirm they are a provincial supplier.

3. Is there an organizational chart that can be shared?

The organizational chart is attached to Addendum #1

4. What extent of internal consultation with Council and management is required (i.e., is there an approximate number of interviews desired?)

The extent of consultation is not defined, consultants should propose a balanced extent of consultation recognizing some consultation is required to complete the assignment, but excessive consultation may result in high costs that may negatively affect the final scoring.

5. Is there a preference for the consultations to be conducted in-person versus virtually?

Item 6 has been modified in the SCOPE OF WORK. It now reads:

To consult with Council and management to understand any concerns there are currently or possibly in the future, that relate to municipal facilities and its impacts on Council and municipal administration operations and public suitability. *A virtual/hybrid style of consultations will be acceptable. At a minimum one in-person consultation with the management team will be required prior to the creation of the interim report.*

6. Is there a budget for this engagement that could be shared?

While there is an estimated cost for this engagement, we recognize that it may not line up with market driven pricing. Proponents should be aware that this is a competitive process, and the cost section of the RFP is worth 30 of the total 100 points in the scoring system for determining the preferred supplier.