



REQUEST FOR PROPOSALS #2024-32 Organizational Review

Addendum No. 2

Issued on **26-July-2024**

NOTICE TO ALL POTENTIAL RESPONDENTS

The Request for Proposals (RFP) is modified as set forth in this Addendum.

The original RFP documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the RFP.

Respondents shall take this Addendum into consideration when preparing and submitting its Proposal.

QUESTIONS AND ANSWERS

Question 1:

There are (nine) SLT members, including the CAO. Will the successful proponent report to the SLT, CAO, or a designated Org Review project team?

Answer:

The Successful Proponent will report to an Organization Review Project Team. The DNSSAB Manager of Planning, Outcomes and Analytics will be leading the Organization Review Project and Project Team. DNSSAB reserves the right to modify Project Governance during the initial stages of engagement.

Question 2:

Who will function as the DNSSAB liaison to arrange meetings, interviews, etc.?

Answer:

The DNSSAB Manager of Planning, Outcomes and Analytics and the Organization Review Project Team will function in this role. More information will be provided to the Successful Proponent upon contract signing.

Question 3:

What is budget (upset limit) for this project?

Answer:

DNSSAB will be recommending a Successful Proponent to our Board of Directors. At this point the budget / upset limit have not been finalized.

Question 4:

If an in-person interview is required by DNSSAB prior to the final decision, will DNSSAB pay travel expenses?

Answer:

At this point, DNSSAB is planning to conduct all the Proponent presentations virtually. Proponents are responsible for all costs associated with their submission and presentation.

Question 5:

Is the consultant responsible to conduct public consultations or review DNSSAB's plans for public consultation...or both?

Answer:

The DNSSAB is not expecting the Proponent to conduct public consultations or review public consultations, but rather focus an external lens on engagement of stakeholders, including DNSSAB's member municipalities and service providers/partners. As one of the deliverables, DNSSAB is looking for benchmarking comparable data to other DSSAB's, Municipalities and/or alternative public organizations.

Question 6:

Is there a tentative date for the final report presentation in May 2025 and to whom will the presentation be made?

Answer:

At this point there is no date determined for the final report presentation. At this time, DNSSAB is planning for a presentation to be made to the DNSSAB Board of Directors, along with various members of the DNSSAB Senior Team. This date will be determined by the Project Team and the Successful Proponent during early stages of engagement.

Question 7:

Section 3.11 “Proponents should submit one (1) signed original and one (1) back-up copy for each of the Mandatory Requirements Form, the Technical Proposal, and the Financial Proposal, in separate files for each.”

As the proposals are being submitted electronically, is it necessary to submit two copies of the same documents (total of six files)? Would it be acceptable to submit only a single file for each of the three requirement documents (total of three files)?

Answer:

Submitting one file for each of the three requirement documents is acceptable. Proponents are responsible for ensuring all documents submitted are accessible, reviewable and final.

Question 8:

Appendix C – Proposal Submission “The DNSSAB invites submissions from qualified consultants. Submissions shall be no more than 20-pages of content in length, excluding appendices, using a twelve-point font.”.

Does DNSSAB consider the cover pages, cover letter, Table of Contents, and compliance matrix to be included as part of the 20-page maximum, or is that outside of the restriction? We recognize that the page limit does not apply to appendices.

Answer:

Cover pages, cover letter, Table of Contents, and compliance matrix are considered outside the 20 page content restriction.

Question 9:

Does the DNSSAB have a budget in mind for the Organizational Review project that you are able to share? Is there a target budget identified for this project?

Answer:

See Answer to Question 3.

End of Addendum No. 2