

Request for Proposal for Research and Strategic Stakeholder Engagement Services. RE: Future Ottawa Bike Share Program

Addendum – issued January 27, 2023

Question	Response
Considering that this work will lay the foundations for the potential next steps of phases, would the successful proponent for this work be allowed to work on the next phases?	We expect successful proponents of this phase would be eligible to bid on potential subsequent phases of the work.
The RFP document mentions that the ideal consultant/agency will be based in Canada, <u>preferably in Ottawa</u> . How will this preference be taken into account in the evaluation criteria on page 4?	We expect this preference to be reflected via the incorporation of local knowledge in the proposed approach.
For teams that are not based in Ottawa, what are the expectations for in-person meetings (either with the clients or stakeholders)?	We leave it to the firm to propose an approach that will meet the overall needs of the stakeholder engagement and demonstrate that despite being out of town, their approach will not compromise the desired outcome of regionally engaged stakeholders.
How much support can a consultant team expect from client resources in activities like outreach and setting up meetings with stakeholders?	EnviroCentre can provide some administrative support to assist with the setting up of meetings if required. The anticipated level of support should be indicated in the proposed approach and work plan.
Do you require written deliverables (the findings report, meeting minutes, presentation deck) to be produced in both French & English for this project?	No. If translation is required, EnviroCentre and OCAF will be responsible for coordinating and paying for translation.
At what time of the day on February 10th is the deadline?	11:59 PM
Is there a page limit?	There is no page limit, however, we do encourage responses to be clear and concise.
Is there a minimum or maximum number of references/testimonials we need to provide?	No maximum, however, please only provide references and testimonials that are directly connected to previous work related to the work outlined in the RFP.
Is there a template contract or services agreement we could review?	No. We will not be sharing a service agreement/contract template in advance, however, the selected proponent will have the opportunity to review the contract/service agreement and make comments and/or request modifications/adjustments which will be reviewed, considered and discussed.
When and how will the addenda be provided?	The addenda, with all questions and responses, will be sent to the firms who asked a question directly and be posted on EnviroCentre and OCAFs websites.