

137-2016 ADDENDUM 1

REQUEST FOR QUALIFICATION FOR THE PROVISION OF IT STAFF AUGMENTATION SERVICES

URGENT

**PLEASE FORWARD THIS DOCUMENT TO
WHOEVER IS IN POSSESSION OF THE
REQUEST FOR PROPOSAL**

ISSUED: March 16, 2016
BY: Stewart Bidinosti
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**THIS ADDENDUM SHALL BE INCORPORATED
INTO THE REQUEST FOR PROPOSAL AND
SHALL FORM A PART OF THE CONTRACT
DOCUMENTS**

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Please note the following and attached changes, corrections, additions, deletions, information and/or instructions in connection with the Request for Qualification, and be governed accordingly. Failure to acknowledge receipt of this Addendum in Paragraph 6 of Form A: Proposal may render your Proposal non-responsive.

Questions and Answers

- Q1 In clause C6.28 of General Conditions for Supply of Services 2007-04-12, please clarify what is meant by "a discharge or a lien or trust claim served upon the City" in relation to the services outlined in RFP 137-2016.
- A1 This clause typically applies to construction projects. Where a contractor hires subcontractors to complete any portion of the Work and then does not pay the subcontractor as required, the subcontractor may register a lien or trust claim against the project.
- Q2 Please confirm that section C7 of General Conditions for Supply of Services 2007-04-12 is not applicable to the services outlined in RFP 137-2016.
- A2 Clause is applicable to RFQ. Statement of Work for any given Request for IT Services may change and this clause allows you to make those changes on a go forward basis.
- Q3. Regarding clause C12.5 of General Conditions for Supply of Services 2007-04-12, would the City please indicate what the time period would be for Contractors to correct all defects, deficiencies and damage identified by the Contract Administrator in relation to the services outlined in RFP 137-2016?
- A3 Dependent upon specific Request for IT Services and will be given in the Notice as indicated in the Clause.
- Q4. Please confirm that clause C17.1 sub-section (j) of General Conditions for Supply of Services 2007-04-12 is not applicable to the services outlined in RFP 137-2016.
- A4 Clause is applicable to RFQ. They must ensure that their staff is being supervised adequately while on Site.
- Q5. Please clarify what is meant by "The Surety may, at its option, assume the Contract in respect of the Work specified in the notice and proceed to perform same" in clause 19.2 of General Conditions for Supply of Services 2007-04-12 and how it would apply to the services outlined in RFP 137-2016.
- A5 This clause typically applies to construction contracts.
- Q6 How many vendors will the City be selecting for the pre-qualified bidders list?
- A6 There is no minimum or maximum number.

Q7 Would be able to share the list of the current pre-qualified bidders?

A7 No.

Q8 How many RFSs were sent out to the current VOR for 2015?

A8 34

Q9 In order for us to define similar size and scope, can you please provide us with some context?

(a) What is the average size of an engagement?

(b) How frequently are vendors invited to respond to an engagement? How many vendors are invited to each engagement?

(c) What is the percentage breakdown of engagements for each role?

A9 (a) In terms of duration - 4 months.

(b) Vendors are invited each time there is an opportunity. Last year it was 34 times some with multiple resources requested.

(c) An estimate would be 1/3 PM, 1/3 BA and 1/3 programmers and misc.

Q10 What are your criteria for company size? For ex, what is your minimum acceptable size?

A10 No set criteria here although our preferred model does not align with very small companies.

Q11 What impact if any, is there if a vendor does not apply for all roles?

A11 No impact, that profile would be the norm.

Q12 For B1 3.2, under what conditions and circumstances and what point in an arrangement would remote work be considered?

A12 It would depend on the nature of the project. An example would be a fairly straightforward programming or PM assignment that allowed for minimal face time to be acceptable.

Q13 Can you also please clarify B14.1, are vendors showing a sample of the resources they would place on projects or are we committing to the resources we provide in our RFQ response?

A13 You are showing a representative sample. No commitment is intended.

Q14 How many vendor spots are available for this opportunity? How many staffing vendor spots will there be in total? How many did you have previously?

A14 There are no predetermined numbers of spots available. All qualified proponents will be accepted. We have traditionally had between 25-30 vendors pre-qualified.

Q15 Is there an aboriginal company procurement advantage for companies bidding on this listing? If so, what proof is required to show our aboriginal status?

A15 There is no aboriginal procurement advantage offered.