



711-2021 ADDENDUM 1

PROFESSIONAL CONSULTING SERVICES FOR NON-PROFIT TENANCY STAKEHOLDER ENGAGEMENT

URGENT

**PLEASE FORWARD THIS DOCUMENT TO
WHOEVER IS IN POSSESSION OF THE
BID/PROPOSAL**

ISSUED: December 14, 2021
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**THIS ADDENDUM SHALL BE INCORPORATED
INTO THE BID/PROPOSAL AND SHALL FORM
A PART OF THE CONTRACT DOCUMENTS**

Template Version: Add 2021-03-05

Please note the following and attached changes, corrections, additions, deletions, information and/or instructions in connection with the Bid/Proposal, and be governed accordingly. Failure to acknowledge receipt of this Addendum in Paragraph 10 of Form A: Bid/Proposal may render your Bid/Proposal non-responsive.

PART B – BIDDING PROCEDURES

Revise B15.4(d) to read: **have staff available for in-person (non-virtual) interviews with a Stakeholder in order to comply with D11.9. The proponent must also be available for in-person (non-virtual) meetings with the project team for the duration of the project if required, and as determined by the City.**

PART D – SUPPLEMENTAL CONDITIONS

Add D4.1.2: Further to D4.1(h), Appendix A – Omnibus Survey Questionnaire is provided for the convenience of the bidder.

APPENDICES

Add: Appendix A Omnibus Survey Questionnaire

QUESTIONS AND ANSWERS

Q1: The RFP notes a requirement to complete 100 one-on-one interviews with Tenant Stakeholders. Is this approach fixed/intentional (i.e. mandatory to host 100 one-on-one interviews), or are proponents able to provide options to maintain the same degree of reach and effectiveness in terms of facilitation that leverages some group or non-interview styles of consultation?

A1: One-on-one interview format was selected to provide the stakeholders with an opportunity to discuss their thoughts and issues with necessary discretion and focus on them that other forms of engagement such as group interviews or focus groups cannot provide. This engagement will complement an online survey of the same group of stakeholders that will be completed prior to the commencement of the interviews.

Q2: For the Stakeholder Consultations, what is the planned approach/requirements surrounding virtual vs in-person consultations? Is there an expected number of consultations to take place in-person vs. virtually?

A2: An option for in-person interview is considered as an accommodation option for stakeholders who cannot participate a virtual interview format for some reason. There is no quota for the number of interviews conducted in each format.

Q3: For the project meetings described in the Project Schedule section of the RFP, are there any requirements for some or all these meetings to take place in-person vs. virtually?

A3: All meetings between the City of Winnipeg project team and the Consultant may be conducted in virtual format. Nevertheless, the City reserves the right to request in-person meetings with the Consultant. Also see the revision to B15.4(d) above.

Q4: The RFP notes that another consultancy firm was involved in the development of this RFP. Will the successful proponent be working with the other consultancy in any way on this work? Are there governance structures in place to be aware of?

A4: As disclosed in B13.2 (a), MNP Canada LLP provided a budgetary cost estimate and approximate timelines at the early planning stages of the project. The Consultant will assume sole responsibility for the planning and execution of the project and will be reporting directly to the City of Winnipeg project team.

Q5: Where Probe Research's "Citizen's View on Rentals to Non-profits" survey mentioned in D4.1(h) can be found for the evaluation of the context, quantity and quality of the questions asked to citizens thus far.

A5: The results from the Omnibus "Citizen's View on Rentals to Non-profits" survey conducted by Probe Research are not public yet and will not be made public until the completion of this project. The results of the survey will be shared with the Consultant that is awarded this contract. A list of the questions that were asked through the Omnibus survey is now shared as an attachment to this Addendum as Appendix A: Omnibus Survey Questionnaire.

Q6: Is the City expecting the Consultant to develop the questions only for the on-on-one tenant interviews the Consultant will be conducting, or the City is expecting the Consultant to also develop the questions for the online survey of non-profit organizations which the City will itself will conduct.

A6: The Consultant is only expected to develop the interview strategy, including questions, outreach plan, and draft invitation for the on-on-one tenant interviews. Online survey of non-profit stakeholders will be conducted by the City separately from this project and completed before the on-on-one tenant interviews will commence. The Consultant, nevertheless, is expected to review, process, analyze and produce the summary of the online survey when it closes. The survey will contain 14 quantitative questions, 2 mandatory qualitative questions and 1 optional qualitative question. The survey will be sent to approximately 80 stakeholders.

Q7: Should the French language interpretation services be included in the Consultant's \$50,000 maximum price, or the French service to be billed as an optional amount which is additional to the \$50,000 limit?

A7: According to D4.3, maximum funds available for this Contract are \$50,000 (including MRST).

Q8: Which survey software program tool will be the City be using for its online survey of non-profit organizations?

A8: The online survey will be conducted using Survey Monkey platform.

Q9: In what type of digital formats will the data from the online survey be provided to the Consultant, e.g. In SPSS format or in Excel tables or only in pie charts, etc.?

A9: The data from the online survey will be provided in Excel format.