



651-2022 ADDENDUM 1

REQUEST FOR QUALIFICATION FOR THE PROVISION OF STAFF AUGMENTATION SERVICES

URGENT

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

ISSUED: December 21, 2022
BY: Sean Clarke
TELEPHONE NO. 204-391-5259

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: B8.2 to read:

- B8.2 Conflict of Interest means any situation or circumstance where a Proponent or **Personnel** of the Proponent proposed for the Work has:
- (a) other commitments;
 - (b) relationships;
 - (c) financial interests; or
 - (d) involvement in ongoing litigation; that could or would be seen to:
 - (i) exercise an improper influence over the objective, unbiased and impartial exercise of the independent judgment of the City with respect to the evaluation of Bids or award of the Contract; or
 - (ii) compromise, impair or be incompatible with the effective performance of a Proponent's obligations under the Contract;
 - (e) has contractual or other obligations to the City that could or would be seen to have been compromised or impaired as a result of its participation in the RFQ process or the Work; or
 - (f) has knowledge of confidential information (other than confidential information disclosed by the City in the normal course of the RFQ process) of strategic and/or material relevance to the RFQ process or to the Work that is not available to other Proponents and that could or would be seen to give that Proponent an unfair competitive advantage.

Revise: B8.5 to read:

- B8.5 Without limiting B8.3, and in addition to all contractual or other rights or rights at law or in equity or legislation that may be available to the City, the City may, in its sole discretion:
- (a) disqualify a Proponent that fails to disclose a perceived, potential or actual Conflict of Interest of the Proponent or any of its **Personnel** proposed for the Work;
 - (b) require the removal or replacement of any **Personnel** proposed for the Work that has a perceived, actual or potential Conflict of Interest that the City, in its sole discretion, determines cannot be avoided or mitigated;
 - (c) disqualify a Proponent or **Personnel** proposed for the Work that fails to comply with any requirements prescribed by the City pursuant to B8.4 to avoid or mitigate a Conflict of Interest; and

- (d) disqualify a Proponent if the Proponent, or one of its **Personnel** proposed for the Work, has a perceived, potential or actual Conflict of Interest that, in the City's sole discretion, cannot be avoided or mitigated, or otherwise resolved.

Revise: B12.2 to read:

B12.2 Proponents are advised that an attempt on the part of any Proponent or any of its **Personnel** to contact any members of City Council or their staff or any member of City Administration other than the Contract Administrator with respect to this RFQ, may lead to disqualification.

Delete: B20.7

Revise: B23.1 to read:

B23.1 The Proponent should submit an executive summary which should not exceed five (5) pages highlighting the elements of the approach to and experience in addressing Staff Augmentation needs similar to that of the City's. More specifically:

- (a) business strategy, as it relates to these Staff Augmentation agreements;
- (b) process for matching and providing staff for the City's anticipated Engagement requirements (**Personnel**);
- (c) Staff Augmentation business model and resourcing approach (**Personnel**);
- (d) approach to staff training and relevant staff training metrics; and
- (e) proposed process to replace personnel who leave during an Engagement or who do not perform in accordance with the Statement of Work (SOW).

PART D – SUPPLEMENTAL CONDITIONS

Revise: D3.1 to read:

D3.1 When used in this Request for Qualification:

- (a) "**Business Day**" means any Calendar Day, other than a Saturday, Sunday, or a Statutory or Civic Holiday;
- (b) "**Calendar Day**" means the period from one midnight to the following midnight;
- (c) "**City Council**" means the Council of the City of Winnipeg;
- (d) "**City**" means the City of Winnipeg as continued under The City of Winnipeg Charter, Statutes of Manitoba 2002, c. 39, and any subsequent amendments thereto;
- (e) "**Contract**" means the combined documents consisting of the Request for Qualification package, RFSA package and any documents and drawings referred to and incorporated therein together with any submissions required to be made by the Contractor after award, and all amendments to the foregoing;
- (f) "**Contract Administrator**" means the person authorized to represent the City in respect of the Request for Qualifications unless otherwise specified hereinafter;
- (g) "**Contractor**" means once the Pre-qualified Proponent is awarded an RFSA contract, they will be known as "the Contractor";
- (h) "**Engagement Proposal**" means a Pre-qualified Proponent's response to a Request for Services which shall be in the form of the Pre-qualified Proponent's choosing which ensures the requirements as noted on APPENDIX A are duly noted;
- (i) "**Engagement**" means a specific requirement for Staff Augmentation services requested by the City in the form of a Request for Services to Proponents on the Pre-qualification List;
- (j) "**May**" indicates an allowable action or feature which will not be evaluated;
- (k) "**Must**" indicates a mandatory requirement which will be evaluated on a pass/fail basis;
- (l) "**Person**" means an individual, firm, partnership, association or corporation, or any combination thereof, and includes heirs, administrators, executors or legal representatives of a person;

- (m) **“Personnel”** means any individual engaged by the Proponent for the purposes of performing the Work or responding to this RFQ or any RFSA either as an employee, agent, contractor, independent, sub-contractor or representative;
- (n) **“Pre-qualification List”** means the single list of Pre-qualified Proponents established for all categories of service, in accordance with the provisions hereof (sometimes called a standing offer or master agreement);
- (o) **“Pre-qualified Proponent”** means a Proponent that has been selected on the Pre-qualification List through the RFQ process.
- (p) **“Proponent”** means any Person or consortium submitting a Qualification Submission in response to this Request for Qualifications (RFQ);
- (q) **“Proposed Resource”** means the proposed individual the Pre-qualified Proponent names in an Engagement Proposal described in E4.4;
- (r) **“Request for Services”**, or **“Request for Staff Augmentation (RFSA)”** means a request issued to a Pre-qualified Proponent which shall be in the form attached as APPENDIX A;
- (s) **“Shall”** indicates a mandatory requirement which will be evaluated on a pass/fail basis;
- (t) **“Should”** indicates a desirable action or feature which will be evaluated on a relative scale;
- (u) **“Site”** means the lands and other places on, under, in or through which the work is to be performed;
- (v) **“Staff Augmentation”** means a process whereby the City’s existing staff complement is increased for a temporary time to due to capacity or skill shortages that cannot be effectively addressed through alternate means;
- (w) **“Submission Deadline”** means the time and date for final receipt of Submissions;
- (x) **“Submission or Qualification Submission”** means that portion of the Request for Qualification which must be completed or provided and submitted by the Submission Deadline;
- (y) **“User or The User”** means the hiring manager for the department requesting the Staff Augmentation;
- (z) **“Work”** or **“Works”** means the carrying out and the doing of all things, whether of a temporary or permanent nature, that are to be done pursuant to the Contract and, without limiting the generality of the foregoing, includes the furnishing of all Plant, Material, labour and services necessary for or incidental to the fulfilment of the requirements of the Contract, including all Changes in Work which may be ordered as herein provided.

Revise: D7.2 to read:

D7.2 Pre-qualified Proponents are advised that an attempt on the part of any Proponent or any of its **Personnel** to contact any members of City Council or their staff or any member of City Administration other than the Contract Administrator with respect to this RFQ solicitation, may lead to disqualification.

QUESTIONS AND ANSWERS

Q1: How many partners is the City of Winnipeg looking to award as vendors of record specific to this bid?

A1: The City of Winnipeg has not set a limit on the number of Pre-Qualified Proponents to be selected

Q2: Form C: Staffing Resource Strength Matrix refers to “Service Category: from the categories of service proposed in E3 indicate which service categories your company could supply for anticipated engagements.”, I’m unable to locate E3, would you be able to share this document or provide direction?

A2: Refer to clause E3 in 651-2022 RFQ document.

Q3: Is the City of Winnipeg looking to award vendors for the purpose of Full Cycle Recruitment Services or looking for partners who have a current bench (Bench of Employees) to deploy for professional service projects?

A3: Refer to clause B3 in 651-2022 RFQ document which states the purpose of the RFQ is "to identify experienced and capable Proponents to provide Staff Augmentation services when the City chooses to request services for Engagements until March 31, 2028.

Q4: In reviewing the documents associated with this RFQ I was unable to determine whether existing pre-qualified suppliers will be grandfathered or if they should specifically respond to this RFQ. Can you clarify this for me?

A4: Proponents on the current pre-qualified list for RFQ 16-2020 will need to respond to 651-2022 RFQ in order to be considered for the Pre-Qualified Proponents list for 651-2022 RFQ.