



76-2022 ADDENDUM 1

EMPLOYEE ENGAGEMENT AND ORGANIZATIONAL CULTURE SURVEY

URGENT

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

ISSUED: September 9, 2022
BY: Ericka Fritzsche/ for Angie Cusson
TELEPHONE NO. 204-986-2574

**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

Add B12.1(d) to read: **be able to meet the IT Requirements outlined in Appendix R-IT_Requirements.**

QUESTIONS AND ANSWERS

- Q1: IT Requirements - From my reading of the tender, it's not clear if "76-2022_Appendix R-IT_Requirements.xlsx" needs to be completed and submitted to the City as part of the submission. Please clarify.
- A1: As per B7.1, only Form A & Form B are required for the Bid Submission. The ability of a bidder to meet each requirement found in B12 Qualification may be requested to be supplied by one or more bidders at the City's discretion. This includes proof that a bidder can meet the IT Requirements outlined in Appendix R-IT_Requirements.
- Q2: Submission Requirements - Separate from the IT Requirements, there are only two documents that need to be submitted: (1) "76-2022_Form_A-Bid_Proposal.pdf", which includes basic information about the bidder, and (2) "76-2022 Form B-Prices.xlsx", which only includes information about the pricing to conduct the surveys. What is unusual for this tender is that there is no mechanism to provide supplementary information about our firm, our experience conducting these types of surveys, the differentiating aspects of our survey approach and process, references, and other important information that would help the City select amongst competing alternatives. The only mention of additional information is noted in section B12.5 of the tender, which states "The Bidder shall submit, within three (3) Business Days of a request by the Contract Administrator, proof satisfactory to the Contract Administrator of the qualifications of the Bidder and of any proposed Subcontractor." Please confirm that only two documents are required for submission, and please clarify the process associated with section B12.5 (for example, will all "qualified" - or some subset of - bidders be asked for proof of qualifications?). Please confirm that only two documents are required for submission, and please clarify the process associated with section B12.5? For example, will all "qualified" - or some subset of - bidders be asked for proof of qualifications?
- A2: See response above. Only Form A & Form B are required in the bid submission. The ability of the successful bidder to meet the qualifications in B12.5 and other requirements will be a condition prior to award of contract. Note that the time frame mentioned in B12.5 is the time a Bidder has to supply the requested information once requested by the Contract Administrator.
- Q3: Evaluation Criteria...would the City consider amending the tender to include consideration of other requirements and in addition, publish an evaluation scoring approach that separates mandatory from related requirements (including price)?
- A3: The City will not consider changing the evaluation criteria of this project.