



132-2025 ADDENDUM 1

PROVISION OF OCCUPATIONAL AND PHYSIOTHERAPY SERVICES FOR WINNIPEG TRANSIT PLUS

URGENT

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

ISSUED: March 12, 2025
BY: Teresa Platt
TELEPHONE NO. 204 986-5651

**THIS ADDENDUM SHALL BE INCORPORATED
INTO THE BID/PROPOSAL AND SHALL FORM
A PART OF THE CONTRACT DOCUMENTS**

Template Version: Add 2024-02-01

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.

QUESTIONS AND ANSWERS

- Q1: Re: E2.2(a). Please provide detail on the requirements/process flow for service deliverables and expectations related to conducting assessments (i.e. on Transit site or vendors site, what equipment is required re ramps, stairs, etc. as part of the current assessment). Is the assessment a physical assessment only, a cognitive assessment only or a combination of physical and cognitive? Does the City have an established protocol for the assessment? If so, can a copy be provided?
- A1: Assessors are required to conduct assessments at the Transit site. Equipment that is regularly utilized includes but is not limited to, ramps, stairs, securement systems, and City buses. Assessments conducted include both physical and cognitive. Internal documents are for successful candidates only.
- Q2: Re: E2.2(b). Do the applications come to the vendor directly or do they go to the City and then the City provides these to the vendor? How many applications are there per year, new versus renewals?
- A2: Transit pre-screens the applications internally to determine the next step in the eligibility process. Winnipeg Transit Plus received the following applications in 2025:
- New - 1410
 - Inactive - 437
 - Renewals - 344
- Q3: Re: E2.2(c). How many appeals a year and does Transit have an appeal process or does this need to be developed by the vendor?
- A3: Appeals vary from year to year. There were 26 appeals in 2023, and 13 appeals in 2024. Transit has an appeal process, and manages all appeals internally.
- Q4: Re: E2.3(a). Assigned work duties. Please provide a description as to what assigned work duties entails and who is assigning the work?
- A4: Refer to section E2 Services. Additionally, the assessors conduct physical/cognitive functional assessments (standardized/non-standardized). Transit assigns work as required.
- Q5: Re: E2.3(b). Identified Hours of Work (Monday to Friday), including jointly agreed upon weekend work as necessary. Please indicate current hours Monday to Friday the work is provided? How are weekend hours required within a year?
- A5: Assessments are conducted during the week (8:30-4:00), with some weekend work as operationally required. Weekend hours vary, and can range up to approximately 80 hours annually.

Q6: Re: E2.3(c), E2.3(d), and E2.3(e). Please advise if work indicated in E2.2(a) i, ii, iii, iv is to be all completed onsite at the City of Winnipeg Transit location or if it is to be completed at the vendor's location, or is it a mix of the two? For example, the assessment is done at the Transit location and the review of all the files, applications, letters, preparation for appeals can be done at the vendor's location or done virtually? Or is the assessment and all other work completed at the vendors location? Please clarify the expectation for time spent at the City of Winnipeg performing the work. Denote Transit location for work to be completed at if there is work done at the City location.

A6: All work will be completed on-site at Winnipeg Transit.

Q7: Re: F1.1.1. Does the Police Information Check need to accompany the bid submission or completed after award?

Re: F1.2.1. Does the Vulnerable Sector Screening need to accompany the bid submission or is it completed after award?

Re: F1.7. Does the Child Abuse Registry check from the Manitoba Child Abuse Registry need to accompany the bid submission or is it completed after award?

A7: The Police Information, Child Abuse Registry Checks and Vulnerable Sector Screening will be completed and approved after the award by the successful proponent, but before work can be performed.