

RFP 2024-004

Equity, Diversity, Inclusion, and Accessibility Consulting Services

This Addendum No. 3 forms part of RFP (Request for Proposals) 2024-004 Equity, Diversity, Inclusion, and Accessibility Consulting Services. The following information, amendments and revisions shall form an integral part of the RFP Documents and where applicable, shall supersede requirements of other documents

Proponent Questions

1. If we can provide pricing details as an Excel or Word file, how should the additional file be uploaded in the Bonfire Hub if instructions in RFP 4.3.2. and as noted in question # 26 of Addendum No. 2, state that only one (1) file can be uploaded into the slot for each requested document?
 - Bonfire has been updated to reflect allowing multiple files to be uploaded in each of the required documents slots
 - Remove 4.3.2
 - Appendix A - Proposal (File Type: PDF (.pdf)) - Required
 - Appendix B - Form of Offer – 3 pages (File Type: PDF (.pdf)) - Required
 - Appendix C - Rate Bid Form (File Type: PDF (.pdf)) - Required
 - Appendix D - Rated Requirements (File Type: PDF (.pdf)) - Required
 - Replace 4.3.2
 - Appendix A - Proposal (File Type: PDF (.pdf)) - Required
 - Appendix B - Form of Offer – 3 pages (File Type: PDF (.pdf)) - Required
 - Appendix C - Rate Bid Form (File Type: PDF (.pdf)) - Required
 - Appendix D - Rated Requirements (File Type: PDF (.pdf)) - Required
 - Ontario Business Representation Form (File Type: PDF (.pdf)) - Required
2. Addendum No. 2 states that copies of Appendix B, C, D were uploaded in MERX, but they were actually provided in PDF and not Word format. Can you please re-upload the files in Word format? The newly provided Ontario Business Representation Form would also need to be provided in Word format.
 - Word format will be uploaded for Appendix B, C, and D, as well as the Ontario Business Representation form to MERX.
3. Appendix D is actually the References Form, but under RFP Section 4.3.2, it states Appendix D – Rated Requirements. Please clarify reference to Appendix D then? What information does this pertain to and what should be included in this Appendix D - Rated Requirements? Is this separate from Appendix A - Proposal document (which would contain our rated requirements response)?

- Please refer to the answer given for question 1. above within Addendum No. 3
4. How should we return Appendix D – References Form in the Bonfire Hub?
 - PDF or WORD document must be submitted for Appendix D – References Form in the specified slot
 5. For the newly provided Ontario Business Representation Form, how should this form be returned and uploaded in the Bonfire Hub? Is there a separate slot for this form to be uploaded?
 - PDF or WORD document must be submitted for Ontario Business Representation Form in the specified slot
 6. Appendix A – Proposal – is a slot available in the Bonfire Hub for us to upload the Appendix A submission document?
 - Each required document has a specified slot for submission
 7. In regard to Nipissing's ownership of the data collected through the process, how are OCAP data principles for Nipissing's Indigenous population operationalized and how that would bear on the project?
 - We recognize that First Nation communities govern their own data. Best practices around the operationalization of OCAP data principles will be discussed with the successful vendor.
 8. Will I be disqualified if I present a CNESST proof of insurance and good standing since I cannot obtain one from the WSIB because of our company being established in Quebec?
 - **Remove**
Appendix B – Form of Offer
7. Proof of Insurance and Good Standing under the Workplace Safety and Insurance Act (Ontario)
By signing this Form of Offer, the Proponent agrees, if selected, that it has verified its capability to do so and will provide proof of insurance coverage and a Certificate of Good Standing under the Workplace Safety and Insurance Act (Ontario) as set out in the Form of Agreement.
 - **Replace**
Proponent is responsible for all costs associated with workplace accidents and all premiums or assessments owing to the Workplace Safety and Insurance Board (“WSIB”) or applicable insurance company as related to the Services. Upon request by Nipissing, the Proponent shall furnish evidence of coverage for its employees and those of its subcontractors as required by the Workplace Safety and Insurance Act, 1997 (Ontario) or the applicable insurance policy, as related to the Services.

9. The forms provided in Addendum #2 are in PDF. Are you able to share the forms in Word format? If not, can we create very similar forms to complete?

- Word format will be uploaded for Appendix B, C, and D, as well as the Ontario Business Representation form

10. Is there a defined budget for this project?

- The budget range is defined in Addendum No. 2

11. Is there a desired project start date and close date?

- Project start date to be determined once RFP evaluation is completed. Project close date is defined in Addendum No. 2