

March 5, 2019

## NOTICE TO ALL PROSPECTIVE BIDDERS

**RE: ADDENDUM 1  
2019-CDC-15  
Corporate Strategic Plan Prince Edward County**

This Addendum is being issued to change and/or provide clarification and additional requirements for the specifications of the unit to be bid. The changes are summarized below.

### Questions/Answers

1. Would the County consider sharing the identified budget set out for this project?

**Budget is \$40,000**

2. Is there a preferred incumbent, or, has similar work been previously conducted by an identified supplier?

**We do not have a preferred incumbent**

3. When will a decision be made to start the project? Has direct impact on deadline.

**The Decision will be made shortly after the deadline and any subsequent interview, this is a high priority for The County**

4. How many consultants have registered to respond? Is the list public?

**This is not public knowledge until the RFP opening**

5. Are the deliverable dates fixed (April/May) or can they move out if process may have implications to do so? Not knowing when it starts and how much research may be required, the project teams schedule to meet, it will be very tough to meet a 4 week timeline, potentially the 8 week, but that requires all hands on deck! - Please clarify dates.

- o If there are big drivers for the timeline - please advise

**Request by Council and Senior Management is that the Corporate Strat Plan is created ASAP. That being said, we expect quality work in which case four weeks might be too tight - an extension isn't out of the question**

6. If unable to state current budget, what was the budget approved for the last Strategic Plan?

March 5, 2019

Insurance: I do not have insurance at this time, but would be more than happy to get it if I were the successful candidate chosen. Can I state that I will have insurance in place if/when I am chosen?

**The Purchasing Clerk must have a copy of the insurance before work can begin**

7. If additional informal research (Survey Monkey, one on one interviews, or groups) is required, does the County help facilitate of:

Online research - helping to push the survey out to targeted recipients (email addresses required)? Message (drafted by consultant) from Mayor to encourage participation in this important step to get everyone's input on how we're doing and where we need to go; or help find alternative solution to get wide spread input from County residents or businesses? - **Yes**

Interviews: Can we assume that County would provide facilities for meetings and additional logistical support. - **Yes**

8. Page 21 - you refer to the plan as "living document and that "flexibility" should be an important part of the plan. Please clarify/explain. How big a business driver is flexibility, and what does that mean for The County?

**We have used and currently use both the CDD Strategic Plan and the Corporate Strategic plan to justify our reporting to Council and the intention would be to continue to do the same thing. Staff would likely take the draft and develop an Action Plan that would complement where appropriate. As we get to year 4 of the Council term the plan may be reviewed and revised based on changing issues, access to grants or the direction of Council**

9. In developing our work plan, we recognize that stakeholder engagement will be an important activity that provides valuable information to your Council as they decide what to prioritize in the new strategic plan. Determining how we assist you in engaging with the public will be important in establishing our time on task allocations and budget for the project. Has the County recently conducted any surveys, consultations, town hall meetings, etc., to obtain public input on priorities?

**Yes, there are a number of recent studies and documents that The County is expecting will be utilized by the successful proponent. The RFP contains, under Section 4.0 – Scope of Work, a list of "Additional Information Available" details publications, survey results and public consultation findings which will be made available to the firm undertaking The County's Strategic Plan development**

March 5, 2019

10. Has the County determined how it would prefer the consultant to engage with the public and other stakeholders for this project? (Options include online surveys, focus groups, interviews, town hall meetings, etc.)

Also under Section 4.0 Scope of Work, “The proponent will be expected to facilitate public consultations; to disseminate and gather information relevant to the Strategic Planning process including preparation of presentation materials, maps, diagrams, hand-outs and other media as may be appropriate” The County is not prescribing specific public consultation formats

11. In our experience working on this kind of strategic planning assignment, it is important to have the involvement of senior staff (City Manager, senior management team) in the development of the strategic plan, as well as members of Council. Are we correct to assume that senior staff will be available to work closely with the consultant in determining how best to operationalize the strategic plan?

Yes, Senior Staff will be made available

12. Are there any particular “hot button” issues that we should be aware of as we develop our work plan and approach to this assignment?

“Hot button” issues will be made apparent through discussions with staff, via information made available by the municipality and through further consultation

13. Is there an incumbent who helped the County in developing its existing strategic plan who will be eligible to bid on this RFP?

Consulting firms with which The County has worked on similar projects in the past remain eligible to bid on this new RFP.

**PLEASE SIGN AND FAX BACK TO 613.476.7622**

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Received by (Company Name)

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Date