

**REQUEST FOR APPLICATIONS “RFA” NO. PS20201334
Management Consulting Services**

QUESTIONS AND ANSWERS NO. 2

ISSUED ON: June 1, 2021

Q1	Would you please advise if the Appendix 5 Certificate of Insurance /Appendix A Certificate of Existing Insurance is a mandatory requirement at the time of submitting the application?
A1	Proponents should provide a copy of the Certificate of Insurance provided in Appendix 5. If an applicant is not able to complete this, a letter from the Applicant’s insurance provider stating that the Applicant can meet the stated insurance requirements would be accepted in lieu.
Q2	This RFA for management consulting is focused on business topics but also touches on more technical areas like complex data analysis and business analytics. Can you confirm if there are separate vendor rosters for Technology and Data Consulting Services or if we should cover those within this response?
A2	Separate Technology and Data Consulting Services vendor rosters have historically been maintained by the City. The City is not looking specifically for data analytics skills only, but rather as part of Services A: Business and Strategic Advisory and Services B: Financial Advisory to support the City in its financial analysis, and business and strategic decision-making.
Q3	Page 20 / 66. Table Row i, Executive Summary: Is the 1-page Executive Summary listed in the table in addition to the 2-page Executive Summary listed on Page 19 / 66, item 1.1.(iii)?
A3	Only one Executive Summary is required which should be limited to 2 pages.
Q4	Page 20 / 66. Table Row 2, Experience and Qualifications of the Team: The Evaluation column notes one lead and one back-up lead. Is this role in addition to the Senior, Intermediate, Junior and Administrative resources?
A4	The City is seeking one lead and one back-up lead. Any resource/team member proposed by the Applicant must be identified as a Senior, Intermediate, Junior or Administrative resource.
Q5	Page 21 / 66. Table row 3. Previous Relevant Projects: Please confirm if projects are to be completed within the last 7 or 10 years.

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A5	Per the update provided in AMD1 previous relevant projects should have been completed in the last seven (7) years to be considered.
Q6	Page 23 / 66. Resource Table, row 3: Please confirm if you are requesting Analyst / Senior “Analyst” (Junior Resource).
A6	Any resource identified as Junior Resource must meet the requirements as outlined in the Resource Table of Part C of the RFA. The Applicant may refer to their team members as “Analyst”, “Senior Analyst”, “Associate” as long as any such resources is identified and meets qualifications as either Senior, Intermediate, Junior or Administrative resource.
Q7	Is it possible to extend the RFP close date?
A7	Yes the closing date will be extended until June 17, 2021 as per AMD 2.
Q8	Can the City provide a list of projects anticipated under the Services D: Project Management mandate so relevant candidates can be proposed?
A8	With regard to Services D: Project Management, the City is seeking services with project management in context of supporting the City with managing its internal projects. While the exact requirements of the anticipated projects are not known at this time, Part B of the RFA defines the types of skill sets and qualifications sought by the City.
Q9	Can the City provide more clarity or define the “Management of Covid-19 recovery strategies” as it relates to the four service categories?
A9	Management of COVID-19 recovery strategies is one of the examples of the services that the City may require under Services D: Project Management. With regard to Services D: Project Management, the City is seeking services with project management in context of supporting the City with managing its internal projects, such as and but not limited to project management of COVID-19 related recovery strategies developed by the City.
Q10	Regarding previous relevant project experience, should the projects be completed within the last ten or seven years?
A10	Please refer to response given in A5

END OF Q&A No.2