

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

QUESTIONS AND ANSWERS NO. 3

ISSUED ON: June 4, 2021

Q1	Which departments will draw on the list of successful prequalified firms? Given the scope does not seem department-specific, we are keenly interested in understanding whether Planning, Urban Design, and Sustainability / Engineering Services / Civic Engagement and Communications will draw on this prequalification.
A1	A variety of departments within the City may draw on the list of successful prequalified firms based on the scope of services stated in the RFA.
Q2	Can the City tell us how many firms and/or who sits on the existing list of prequalified vendors?
A2	Fourteen (14) firms were pre-qualified on the previous management consulting RFA. It is important to note that this is not necessarily the number of firms who will be pre-qualified during the process for RFA PS20201334.
Q3	Is filling out the Supplier Diversity form mandatory?
A3	While not listed as a mandatory requirement, Applicants should be aware that Supplier Diversity is evaluated as part of the evaluation process.
Q4	Are applicants required to adhere to the specific format for the Supplier Diversity form as given in section 1.4?
A4	While not required to use the same format Applicants should take care to provide the requested information in a logical, easy to follow format.
Q5	Some of our projects span more than one of your service categories, for example one project includes business planning and performance metrics. Can we reuse of same project write up in more than one of your service categories?
A5	Same projects may be used to demonstrate expertise and experience in different service categories. Each service category would be evaluated separately.

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Q6	Many of our projects span more than one of the service examples you provide. For example, one of our projects included developing a business strategy, a business plan, scenario planning and feasibility of new services. Would we get a higher score for showing all these elements in the write up, or from focusing on just one aspect?
A6	Each service category will be evaluated separately. Applicants are encouraged to submit projects for each service category (A, B, C and/or D) that best demonstrate their experience/expertise in the relevant service category. The same projects may be used to demonstrate expertise and experience in different service categories
Q8	Can we have the same team members appear in more than one service and would doing this affect our score in any way?
A8	Each service category will be evaluated separately. Applicants are encouraged to submit team members for each service category (A, B, C and/or D) that best demonstrate their experience/expertise in the relevant service category. The same team members may be used to demonstrate expertise and experience in different service categories
Q9	You specify a minimum of 3 and maximum of 5 project references per service category. Can we score more points by providing 5 rather than 3?
A9	Applications will be evaluated based on the experience and expertise relevant to the respective service category demonstrated through the identified project experience. The City will evaluate the quality of the project references provided for their suitability to the stated requirements. Providing a larger number of project references will not necessarily lead to better evaluation results if the additional referenced projects are not relevant to the requested requirements

END OF Q&A No.3