



248-2023 ADDENDUM 1

PRE-QUALIFIED LIST OF PUBLIC ENGAGEMENT PROVIDERS

URGENT

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

ISSUED: June 21, 2023
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**THIS ADDENDUM SHALL BE INCORPORATED
INTO THE BID/PROPOSAL AND SHALL FORM
A PART OF THE CONTRACT DOCUMENTS**

Template Version: Add 2021-03-05

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.

PART B – RFQ INFORMATION

B1.1 Revise B21.2 to read:

B21.2 The Request for Qualification Submission should also consist of the following components:

- (a) Company Profile and Experience of Proponent (Section C); and
- (b) Engagement Approach (Section D).

QUESTIONS AND ANSWERS

Q1: Under Section B21.2 it indicates the submission should include Section C, Section D, and Section E; however, it appears later on that it is just Section C and Section D (B24 – Section C and B25 – Section D). Please confirm what should be included.

A1: See correction above.

Q2: Section B25 (Section D) – How should we response to B25.1(a) – organization’s approach towards public engagement. There are many different types of engagement (as evident in Form Q), and how we engage is different depending on the service. Do you want a general approach to engagement, or would you like us to specifically comment/discussion how we go about each form of engagement that we conduct in Form Q?

A2: A general approach to engagement is what we are looking for in response to B25.1(a). A general overview of how your organization views engagement and how that lends itself to the approach and strategy development will help us evaluate whether the approach aligns with the City of Winnipeg’s approach.

Q3: For Form Q, when providing examples, how should the examples be submitted if they are a document? For example, for xiii – Public Research Focus groups – random sample – do we provide a PDF copy as an appendix to the submission?

A3: Yes, an attachment to the submission as a PDF would be appropriate. If the PDF is accessible via webpage, a link to the webpage would work well too.

Q4: How much description are you looking for in Form Q in the column “Description/comments”?

A4: Anything that further describes your capacity or approach to the service may be used when determining who from the pre-qualified list would be a good fit for a specific engagement.

It should be noted that Form Q is a pass/fail as long as the required columns are complete and at least one essential service is provided. The description/comments column is intended to give the City more information on pre-qualified service providers when proceeding with Stage 2 of procurement.