



702-2013 ADDENDUM 1

REQUEST FOR PROPOSAL FOR PROFESSIONAL CONSULTING SERVICES TO PREPARE A STRATEGIC PLAN FOR WINNIPEG PUBLIC LIBRARY

ISSUED: October 1, 2013
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URGENT

PLEASE FORWARD THIS DOCUMENT TO WHOEVER IS IN POSSESSION OF THE REQUEST FOR PROPOSAL

THIS ADDENDUM SHALL BE INCORPORATED INTO THE REQUEST FOR PROPOSAL AND SHALL FORM A PART OF THE CONTRACT DOCUMENTS

Template Version: Ar20130301

Please note the following and attached changes, corrections, additions, deletions, information and/or instructions in connection with the Request for Proposal, and be governed accordingly. Failure to acknowledge receipt of this Addendum in Paragraph 9 of Form A: Proposal may render your Proposal non-responsive.

PART B – BIDDING PROCEDURES

Revise: B2.1 to read:

B2.1 The Submission Deadline is 4:00 p.m. Winnipeg time, **October 17, 2013**.

Revise: B10.2 to read:

B10.2 Submit the experience and qualifications of the Key Personnel assigned to the Project for library projects of similar complexity, scope and value, including the principals-in-charge, the Consultants Representative and managers of the key disciplines. Include educational background and degrees, professional recognition, job title, years of experience in current position, years of experience for library project work and years of experience with existing employer. Roles of each of the Key Personnel in the Project should be identified in the organizational chart referred to in B10.1.1.

Add: B11.6 to read:

B11.6 The Bidder should submit information pertaining to addressing public and/or media inquiries regarding library operations and/or the intent of this project. The Bidder should state their role and the City's role in addressing these inquiries.

PART D – SUPPLEMENTAL CONDITIONS

Revise: D5.1(b) to read:

D5.1(b) Public Consultation:

- (i) A public consultation process that will generate significant interest, engagement and feedback from library stakeholder groups, community partners, the Library Board, City Council, the general public and staff is required. **This should be a representative sampling of the population and demographic make-up of community.**
- (ii) The public consultation process will bring together current library users and nonusers to seek their views about the City's current library services and what they value about them; as well as what changes they envision for library service in the future.
- (iii) The Public Consultation Process may include, but not be limited to, website surveys, social media announcements, focus groups, community events, and printed questionnaires and surveys.

Revise: D5.1(d) to read:

D5.1(d) Communications Plan:

- (i) An overall Communications Plan is required as part of the Contract;
- (ii) The Communications Plan will outline how the Consultant will generate interest, engagement and feedback in the public consultation process and the variety of ways to effectively and meaningfully involve library stakeholders, staff, general public, City Council, community groups and organizations in the public consultation.
- (iii) **The Consultant shall be responsible for the design, branding and production of all materials, including**, but not be limited to:
 - (i) website surveys;
- (iv) stages is required. An interim report that synthesizes information gathered from the public consultation process is required;
- (v) The final report will be provided in writing and presented to the Library **Administrative Team** and Board as part of the process;
- (vi) A communications strategy will be developed that outlines how the Strategic Plan and its recommendations will be communicated more broadly to the public and stakeholders;
- (vii) The Consultant will be responsible for all written and electronic materials related to the various aspects of the communications plan including, but not limited to, promotional materials, media communications, surveys, website information, and reports.