



# 16-2020 ADDENDUM 1

## REQUEST FOR QUALIFICATION FOR THE PROVISION OF STAFF AUGMENTATION SERVICES

### **URGENT**

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

ISSUED: February 14, 2020  
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**THIS ADDENDUM SHALL BE INCORPORATED INTO THE BID OPPORTUNITY AND SHALL FORM A PART OF THE CONTRACT DOCUMENTS**

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**Please note the following and attached changes, corrections, additions, deletions, information and/or instructions in connection with the Bid Opportunity, and be governed accordingly. Failure to acknowledge receipt of this Addendum in Paragraph 5 of Form A: Bid may render your Bid non-responsive.**

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### **QUESTIONS AND ANSWERS**

- Q1:** Form C - Staffing Resource Strength Matrix: Are each of the columns independent of each other, or are we to provide 3 corporate project references for consultants we have placed for each of the service categories we apply for? Would it be possible for the City of Winnipeg to provide a sample response we can follow?
- A1:** The Proponent should provide 3 corporate project references for each of the service categories applied. The City does not have a sample response to share.
- Q2:** What is the budget or overall spend for the period covered in this RFQ? Also to compare, what was last year's previous spend?
- A2:** There is no overall spend for the period covered in the RFQ. For an indication of overall spend in the last RFQ please consult our website at: [https://winnipeg.ca/finance/findata/matmgt/documents//2019/80-2019//Award\\_Information/80-2019%20Award%20Information.pdf](https://winnipeg.ca/finance/findata/matmgt/documents//2019/80-2019//Award_Information/80-2019%20Award%20Information.pdf).
- Q3:** Form C - Staffing Resource Strength Matrix: Does a vendor need to respond to all categories?
- A3:** The City does not expect a Proponent to respond to all categories.
- Q4:** Form C - Staffing Resource Strength Matrix: In the "Qualifications" column, can we provide the skills, experience, education and certifications of our best candidate for each service category?
- A4:** Yes. The response should be as brief and comprehensive.
- Q5:** Form C - Staffing Resource Strength Matrix: In the column "Name of Project", do we need to provide list of projects that we have completed or the list of projects our candidate has completed?
- A5:** The Proponent should provide the projects for which they have provided resources for the projects.

**Q6:** Form C - Staffing Resource Strength Matrix: In the column "Client References", do we have to provide our references, or the references of our candidates? Do the references need to be from the projects shown in the "Name of Project" column?

**A6:** This should be a short list of 3 to 5 clients to whom you have provided resources (for example a government agency or a company that used your resources for a project).

**Q7:** Form C - Staffing Resource Strength Matrix: Can we repeat the client reference for multiple service areas, as we have provided multiple services to some of our clients and we can show the same reference for multiple service areas?

**A7:** Yes.

**Q8:** Form C - Staffing Resource Strength Matrix: Within the matrix, the 'Name of the Project' section is defined as follows: "for each service category provide the names of project engagements. Choose a sample of those that you deem necessary to demonstrate and fairly represent the strength and relevance of your resources in relation to anticipated City Engagements." We are interpreting this to mean that you are looking for us to provide only select project names for that category, and not a project description to accompany each. Could you confirm that this is a correct interpretation?

**A8:** Yes, that is a correct interpretation.