

**THE CORPORATION OF TAY VALLEY TOWNSHIP  
REQUEST FOR PROPOSAL**

**SERVICE DELIVERY REVIEW**

**ADDENDUM NO. 1**

**THIS ADDENDUM SHALL BE INCORPORATED INTO THE PROPOSAL PACKAGE  
AND SHALL FORM A PART OF THE CONTRACT DOCUMENTS**

---

Date Issued: October 14<sup>th</sup>, 2020  
Issued By: Amanda Mabo, Clerk

---

*Please note the following changes, corrections, additions, deletions, information and/or instructions in connection with the Proposal Package. Failure to acknowledge receipt of this Addendum as per Part "A" – Information to Bidders may render your submission non-responsive.*

This addendum is to address the following questions and/or clarifications:

**Questions & Answers:**

**Q1.** Has the Township received funding from the Ministry to assist in completing this study and if so, are you then required to have this completed in November (which is the Ministry's deadline for posting this type of subsidized study on line). If this is the timeline, then given our present workload (and deadlines) we would not be in a position to bid. Perhaps you can confirm or provide your anticipated timeline for starting and completing this so we can assess our ability to bid on this RFP.

**A1.** The Township submitted two applications for the Municipal Modernization Funding, one joint application with another Township for a Fire Department Service Delivery Review which was approved, and another for the Service Delivery Review for the remainder of the Township's services, which was not approved. Therefore, this project has no deadline under a granting program.

**Q2.** Is there a budget that you are working with?

**A2.** \$30,000 has been set aside for the Service Delivery Review.

**THE CORPORATION OF TAY VALLEY TOWNSHIP  
REQUEST FOR PROPOSAL**

**SERVICE DELIVERY REVIEW**

**ADDENDUM NO. 1**

- Q3.** Acknowledging that the RFP requires submission by mail/courier, with the ongoing COVID-19 situation our office is currently closed and there are delays within the courier systems. To avoid potential disruption, would it be possible to submit our RFP response electronically (via email)? With the day-to-day uncertainty, we have experienced many procurement offices shifting to email-only submissions. We ask you to please kindly allow email submissions in order to facilitate appropriate social distancing standards amidst the pandemic.
- A3.** There is no longer a requirement to submit hard copies. Please send two separate emails. The first email shall include your response to the Proposal, the second email shall include the Financial submission. Both emails need to be sent in sequence. The financial email will not be opened unless the Proposal component achieves the minimum score.
- Q4.** Is community engagement expected to be a part of the service delivery review? Could you please provide the anticipated end date for the engagement?
- A4.** Under Project Methodology the Consultant shall submit a proposed methodology to achieve the project objectives set out above, which should incorporate the following elements:
- analyse information to identify key issues, trends and patterns, from which a structured questionnaire could be prepared to obtain pertinent information from employees and stakeholders;
- Under Deliverables - The Consultant shall provide assistance to the Project Team in planning and communicating the project to stakeholders at key intervals throughout the duration of the project.

End of Addendum No. 1

Amanda Mabo, Clerk  
[clerk@tayvalleytwp.ca](mailto:clerk@tayvalleytwp.ca)