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Qikiqtani Inuit Association

## **ADDENDUM #3**

### **REQUEST FOR PROPOSAL FOR STANDING OFFER AGREEMENTS FOR CONSULTING AND PROFESSIONAL SERVICES**

**Closing 20 October 2017**

#### **Question 1:**

Section 3.7 – Relevant Experience and Expertise – states that the “Proposal should present the **principal members** of the proposed team”, while Section 3.5 – Cost Competitiveness – requests “Hourly and/or daily rates for **each** team member”

Is the RFP therefore suggesting that hourly/daily rates be provided for junior members of the team, but do not include bios and CVs of these junior members?

#### **Answer 1:**

Billing rates should be supplied for every team member whose services are billed at an hourly or other rate, whether they are senior, junior, or technical or administrative support.

Details of qualification and experience should be provided for the team members who are responsible for the quality of work product or service (the “principal members” of the team).

In a small firm, they may be all the same people. In a larger firm, depending on the discipline, there may be technical or support staff working under the direction of a principal team member who are not directly responsible for the quality of the work, but whose services would be billed to QIA.

**Question 2:**

Proponent A: Do proposals need to demonstrate competencies/experience with all of the sub-bullets within each service area? Or, may we focus our proposals on the particular sub-bullets that we specialize in?

Proponent B: Can we submit a proposal only for the engineering and environmental services listed in the field named Regulatory, Technical, Scientific [and not] all other specialties listed under this category such as wildlife/marine biology, policy development, evaluation, etc?

**Answer 2:**

Proposals need not demonstrate every competence mentioned in the RFP as examples. Proposals should identify which of the seven types of service the proponent offers (see rosters listed under 3.2), and then focus on what the proponent does best within that type.

**Question 3:**

Re: Elections and Community Consultation. Is this service area focused on community consultation work in the context of elections, or is it two separate thematic areas?

**Answer 3:**

These are two different kinds of consultation. Community consultations can be on a wide variety of QIA activities, including but not limited to program selection/evaluation, social policy, Inuit Qaujimajatuqangit, regulatory proceedings (such as NPC, NIRB, NWB, NWMB), use of Inuit Owned Lands, or any other activity where QIA is asked to respond on behalf of Inuit and considers it worthwhile and prudent to engage with communities.

**Question 4:**

Could you provide more details on what you're looking for in the area of Organizational Management (administrative support and management consulting).

**Answer 4:**

Examples of administrative support: support for board meetings, temporary in-house staffing, document editing/layout, records management, and document handling (filing, copying, binder-making). It might be supporting QIA's own administration in the fulfillment of its duties, or it might be the outsourcing of a specific administrative task.

An example of management consulting is the assessment and evaluation of QIA programs, and developing plans for improvement.