



Questions and Answers *(Batch 1)*

RFP # : OCOT/CM/2018-01 - Roster of Vendors for 2018 Strategic Planning Initiatives

Issue Date: January 23, 2018

Questions Deadline: February 9, 2018 at 5 PM (EST)

Proposal Submission Deadline: February 16, 2018 at 5 PM (EST)

QUESTIONS	ANSWERS
1. Could you please clarify the requirement for "experience with branded content marketing and campaign assistance" (Page 4, Section 7.2)?	There was an error in 7.1. Branded content marketing is not intended with this RFP. 7.1 is meant to ask, and we are now, for "company profile and experience in strategic planning, facilitating and reporting on stakeholder consultations." More details on the experience and services the College is looking for is on pages 11 and 12 under Scope of Services and Submission Requirements .
2. It appears from the wording on page 9, item 6, of the RFP that the College can add work to the project at the time of the award of the contract without allowing the vendor to adjust the price of the contract. Is this correct?	This means that if, at the time the contract is awarded, the College determines that it is necessary to increase or decrease the quantity of services required to be delivered over the course of the contract, then additions or subtractions in the Total Price will be made at the time the contract is awarded based on the Price Per Unit applicable to that Item/Service and its Quantity.
3. What type of information, to what level of detail, is the College looking to obtain from the stakeholder consultations (Price Schedule, item 1 a), and from the interviews (Price Schedule, item 1 b)? To what level of detail, and in what form, is this information to be fed into the Board and Senior Management planning sessions?	<p>The College is open to receiving any and all feedback from stakeholders irrespective of the type of feedback / information received or its level of detail. Ideally, stakeholder and interview feedback will be relevant to the key substantive issues faced by skilled trades, the College and government today.</p> <p>Bidders should propose effective methods and formats for soliciting and reporting on the feedback obtained through consultations and interviews. Bidders should use their judgment and expertise to determine how best to present such information, and to describe their suggested methods and formats in their respective proposal.</p>
4. Who is responsible for the costs associated with the face-to-face planning meetings of the Board and Senior Management (including participants' travel, accommodation, and personal expenses, room rentals, supplies, meals, and refreshments)?	The College will be responsible for these costs, and College staff will assist the successful Bidder with all such arrangements using existing hotel, travel, meeting room and catering agreements.
5. It appears from the RFP that the Board and Senior Management will meet in separate planning sessions. What is the expected output from each of those sessions? If the outputs overlap, who is responsible to reconcile and consolidate them? If this is to be done at a joint session of the Board and Senior Management, who would be responsible for all of the associated costs of that session?	<p>Bidders should propose effective methods and formats for documenting and consolidating outputs obtained from the Board and Senior Management sessions.</p> <p>Bidders should use their judgment and expertise to determine how best to elicit, collect, document and consolidate such information, and to describe their suggested methods and formats in their respective proposal.</p> <p>The College will be responsible for costs associated with Board and Senior Management sessions, and College staff will assist the successful Bidder with all such arrangements using existing hotel, travel, meeting room and catering agreements.</p>



<p>6. How many stakeholder consultations and one-on-one interviews are expected? What questions does the College want answered during those consultations and interviews? What type of documentation, if any, will the College expect to receive or have available from those consultations and interviews?</p>	<p>Using the College's Strategic Plan & 2018 Priorities as a guide, and taking into account the variety of stakeholders listed in section 1.(e) of Annex C to the RFP, Bidders should propose a suitable number of consultations/ formats, interviews/formats, and reports/formats that will elicit substantive feedback on the issues, priorities and challenges identified in the Strategic Plan & 2018 Priorities.</p> <p>Bidders should use their judgment and expertise to determine how best to document, represent and/or communicate the feedback received, and should describe their suggested approach in their respective proposal.</p>
<p>7. For the stakeholder consultations will the College be providing a list of specific organizations/ individuals to be contacted?</p>	<p>The College maintains an active list of stakeholders and will work with the successful bidder to ensure lists associated with consultation targets and objectives is complete.</p>
<p>8. From the sequence of events within the Price Schedule (page 14), it appears that a further round of stakeholder consultations is to take place following the Board and Senior Management planning sessions. Is this correct? Or does the list of stakeholders in item 1.e) simply refer back to items 1. a) and b)? If there is to be a further round of stakeholder consultations, what documentation, if any, is to be shared from the Board and Senior Management planning sessions? What is the nature of the feedback expected from the additional stakeholder consultations? If this feedback contradicts, in significant ways, what is produced from the Board and Senior Management planning sessions, what follow up, if any, with the Board and Senior Management would be expected?</p>	<p>The Item/Service Descriptions in section 1, Annex C: Price Schedule are not in priority or chronological sequence. Bidders should use their judgment and expertise to propose a schedule whereby each of those items/services can be delivered over the course of the contract.</p> <p>Item 1.(e) provides additional information about the types of stakeholders to be consulted, and is not intended to suggest nor discourage an additional round of consultations at any point in the process.</p> <p>Bidders should propose a format, process and pathway that, in their judgement and based on their expertise, will best elicit substantive stakeholder feedback and will best communicate stakeholders' views on the College's Strategic Plan & 2018 Priorities to the Board and Senior Management.</p>
<p>9. For the Senior Management planning session - how many are anticipated, how many participants at each, and for what duration?</p>	<p>The Senior Management Team consists of nine individuals, however the larger management team consists of 17 individuals (including the Senior Management Team). Bidders should propose an appropriate number of sessions required to meet the Bidder's proposed plan and pathway. Ideally, one or two full-day in-person sessions would be sufficient.</p>
<p>10. For the Board of Governors' planning session - how many are anticipated, how many participants at each, and for what duration?</p>	<p>There are 21 positions on the Board of Governors, and vacancies are being filled on a rolling basis. Bidders should propose an appropriate number of sessions required to meet the Bidder's proposed plan and pathway. Ideally, one full-day in-person session would be sufficient, but the Bidder may propose more.</p>
<p>11. Who is responsible to prepare the final Strategic Plan to be submitted to the College? If the College decides that further work is required to complete the Strategic Plan, and if such work is the result of the College requesting additional information or consultations not anticipated in the RFP or at the time of the award of the contract, would the College cover any agreed additional costs to be incurred by the vendor?</p>	<p>The preparation of a longer-term Strategic Plan arising out of this RFP to facilitate stakeholder consultations on the Strategic Plan & 2018 Priorities is to be determined, and is not intended to form part of this RFP.</p>
<p>12. In anticipation of travel and associated expenses on the vendors' part, will the Senior Management and Board of Governor planning sessions take place in Toronto?</p>	<p>Yes. All Board and Senior Management sessions will take place at the College's offices in Toronto. If another venue is selected, associated venue and travel costs will be borne by the College.</p>