

Questions and Answers *(Batch 2)*

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. What is OCOT's budget for this work?	We understand there is rigidity in this RFP document and that on the surface we are asking for details from bidders which are hard to provide based on limited information. Therefore, please base your answers to questions about strategic planning and budgeting on how you would normally carry out these services. For the purposes of this RFP, the College is seeking sample work plans that demonstrate past experiences, processes and competencies. Associated with that is the expected rate the bidder will charge, ie. the hourly and/or daily rate per project.
2. Is there an incumbent in this role?	No.
3. How many consulting entities (companies or individuals) are you looking to have on your roster?	It will depend on their skills sets, but perhaps 2-4.
4. To whom would the consultant report? What is the governance structure under which the consultant would operate?	The consultant will operate under the direction of, and will report to, the Registrar & CEO and the Director, Corporate Communications and Stakeholder Engagement.
5. Is there an existing project plan for these activities or is the expectation that the consultant develop a project plan?	No. The consultant will work with the College to develop project plans as needed.
6. Will OCOT provide administrative support for activities such as scheduling meetings?	Yes.
7. Is there a possibility for a contract renewal or extension at the end of the contract period?	The College looks forward to finding qualified consultants to support its work. It is possible that working agreements could be renewed or extended within the scope of this RFP.
8. The RFP title indicates that a "Roster of vendors to facilitate" is being sought. How many vendors is the College hoping to have in this roster?	It will depend on their skills sets, but perhaps 2-4.
9. How does the College envision parsing the scope of work outlined in Annex B among the established roster of vendors that will be established from this RFP?	Work will be allocated based on demonstrated skills sets, strengths, competencies, experience and availability, among other factors.
10. Could you please confirm which of these three assumptions correspond to the purpose of these consultations? <ul style="list-style-type: none"> Obtain meaningful information and feedback on the stakeholders' positions and perceptions vis-à-vis the 2018 priorities and strategic plan – and possibly the OCT 	The consultants work will be used to support a variety of strategic objectives including those mentioned in the question.



<ul style="list-style-type: none"> Engage stakeholders and lay a foundation for regulatory excellence protects the public interest and promotes the importance of qualified skilled tradespeople Start developing a 2019 strategic plan 	
<p>11. In the event that the purpose of this mandate is the first or second assumption, is the intent of the College of Trades to also use the information gathered during the consultations to refine the 2019 priorities in accordance to the stakeholders' positions?</p>	<p>The College looks forward to using all information gathered during the consultations to inform its work and ensure it is meeting the needs of Ontario.</p>
<p>12. Could you please clarify the purpose of the internal planning sessions with Senior Management and with the Board of Governors? Is it to present a review of the information gathered during the consultations or is it to go further and start defining the priorities for 2019 (and beyond)?</p>	<p>Internal and external stakeholder consultations will be used to further define the College's role and its priorities in outgoing years.</p>
<p>13. In order to estimate the nature of the consultations we propose (including the scope, number of stakeholders, geographic location, consultation and engagement approaches), it is important for us to have a better understanding of :</p> <ul style="list-style-type: none"> The College's expectations in terms of the number of consultations (e.g., are the expectations closer to 10 or 30) and territory to cover (e.g., are the stakeholders mostly located in the GTA or spread over the province?) The scope of the budget envelop available for this mandate. <p>Without additional information on these two points, one could legitimately design consultations with multi-dozens of stakeholders in mind. Ultimately, what we will propose to meet OCT's needs will differ radically if we know that the anticipated budget is around \$15 000 , \$50 000 or \$100,000</p>	<p>It is our expectation that the number of consultations would be closer to 10 than 30, and would primarily be based in Toronto, though some may be held in various Ontario locations.</p> <p>As mentioned above, we understand there is rigidity in this RFP document and that on the surface we are asking for details from bidders which are hard to provide based on limited information. Therefore, please base your answers to questions about strategic planning and budgeting on how you would normally carry out these services.</p> <p>For the purposes of this RFP, the College is seeking sample work plans that demonstrate past experiences, processes and competencies. Associated with that is the expected rate the bidder will charge ie. the hourly and/or daily rate per project.</p>
<p>14. Could you confirm that the column "price per unit" of the table presented at page 14 of the RFP refers to "professional fees" (excluding direct costs such as travel, accommodation, etc.)?</p>	<p>As mentioned above, we understand there is rigidity in this RFP document and that on the surface we are asking for details from bidders which are hard to provide based on limited information. Therefore, please base your answers to questions on strategic planning and budgeting, on how you would normally carry out these services.</p>
<p>15. Could you confirm that all the travel costs incurred for the consultations and other work sessions for this mandate will be the OCT's responsibility?</p>	<p>There is an expectation that certain travel costs will be covered by the College, in particular for travel outside of the GTHA. These will be negotiated between the College and consultants based on project scope, including location.</p>
<p>16. Can you please clarify your expectations regarding providing samples of supporting materials from past work?</p>	<p>For the purposes of this RFP, the College is seeking sample work plans that demonstrate past experiences, processes and competencies. Associated with that is the expected rate the bidder will charge ie. the hourly and/or daily rate per project.</p>