



Questions and Answers

RFP No.: OCOT/CS/2014-01 *Legal Services for the Ontario College of Trades*

Issue Date: July 14, 2014

Submission Deadline: August 8, 2014

Distribution: Legal Firms/Lawyers, College's Website

| QUESTION | ANSWER |
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| 1. Does the RFP include workplace investigation services? | Yes. |
| 2. When submitting a proposal in more than one area, should we submit separate proposals or can it be combined into one document? | One document is preferred. However, please make sure the pricing is separate from technical proposal as described in Section A8 of the RFP. |
| 3. With regards to Section 7.4 of the RFP, it states that the Financial Proposal will include "a proposed schedule of payments." Would the Ontario College of Trades please clarify what this is? | Section 7.4 b concerns the billing schedule (i.e. frequency of payments to the vendor) that the vendor would propose along with the price offer. |
| 4. Does the Scope of Work as outlined in pages 14-15 of the RFP include the representing the College in: <ul style="list-style-type: none">• The prosecution of matters before the Discipline Committee and/or Fitness to Practise Committee?• The courts in relation to the enforcement of the Ontario College of Trades and Apprenticeship Act?• Other litigation before the courts or other external tribunals? | Yes, the Scope of Work includes litigation outside the College and advising the College on the development, implementation and ongoing refinement of various administrative decision-making mechanisms at the College including prosecutions before the Discipline Committee and Fitness to Practise Committee. |



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| <p>5. With respect to the Financial Evaluation described at 3(b) of Part C of the RFP, would you please describe the method that will be used for determining the “lowest price” described in the numerator of the calculation? If a bid includes multiple rates for different experience levels of lawyers (e.g. one rate for associates and one rate for partners), will a blended rate be used? And if so, how will that blended rate be arrived at? Also, since all bids will include quotes for hourly services and for training days/half days, how will these be accounted for in determining the “lowest price”?</p> | <p>Each component of financial proposal (training fees, counseling fees, etc.) will be evaluated separately; however the blended rate option is not precluded depending on the number of fee categories identified in all the competitive proposals. “Lowest price” is the lowest offer in the same category of service among all the financial proposals under consideration. The blended rate, if used, will be arrived at by an arithmetical average of the offered rates for a service in every proposal.</p> |
| <p>6. With respect to completing the Price Schedule in Annex C, does OCOT require that a single blended hourly rate be bid for all services (apart from training, which is included elsewhere in the Schedule), or can a successful bidder bid various hourly rates for various types of work, experience level of lawyer, etc? For example, can a bid include different rates for different practice areas and different rates for students, associates and partners?</p> | <p>Various rates per the qualification and practice areas are preferred. Please see the answer to question 5 above.</p> |
| <p>7. Will OCOT entertain flat-rate fee proposals as part of the Financial Proposal (e.g. a flat fee for all hearings of a certain type, or a monthly flat fee for general corporate governance advice)? If so, how will these flat fee proposals be presented in the price schedule and how would they be accounted for in determining the “lowest price” when evaluating the Financial Proposal?</p> | <p>Alternative fee arrangements, such as monthly flat-rate fee arrangements, may be proposed in addition to the traditional fee arrangement proposal required in Annex C.</p> |
| <p>8. For each of the past three years, will OCOT please provide approximations of its legal spend in each of the major Service areas described in the Scope of Work section of Annex B to the RFP? If there are any legal expenditures in this period that may be misleading because they are unusual and not likely to re-occur, we would appreciate knowing this also.</p> | <p>Given the relative newness of the College, and the fact that its first years have been focused on developing processes and building capacity, past legal spend is not necessarily indicative of future or normal operations and will therefore not be made available.</p> |



ONTARIO COLLEGE OF TRADES
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| 9. Approximately how many of OCOT employees are unionized? How many are non-unionized? | Approximately 80% of OCOT employees are currently unionized. |
| 10. Which unions, if any, do OCOT have collective agreements with, and when do they expire? | We have two collective agreements with OPSEU. One is OPSEU central and one local to the College. They both expire on December 31, 2014. |