

CS-RFP-003-2026
Request for Proposal
Equity, Diversity and Inclusion Audit

Addendum No. 1
(to the Request for Proposal Document)

The Request for Equity, Diversity and Inclusion Audit (RFP) is modified as set forth in this Addendum. The original RFP Documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the RFP. Respondents shall take this Addendum into consideration when preparing and submitting its Proposal.

Questions and Answers

The following questions and answers are provided as information to clarify questions raised about the Request for Proposal (RFP).

- 1. Question:** Could you please confirm whether presenting the proposed project timeline using estimated timeframes, rather than specific dates, is acceptable for the proposal I am preparing for.

Answer: Estimates are acceptable.

- 2. Question:** Does the City have an anticipated project start date, target completion date, or any Council meetings or other milestones the work should align with?

Answer: Anticipated start date would be asap. We can align with Council meetings as we move through the project.

- 3. Question:** Approximately how many employees (full-time, part-time and seasonal) are in scope, and across how many departments or divisions?

Answer: approximately 75 full time employees, 25 part time employees, 70 volunteer firefighters and 7 member of Council. There are 4 departments.

- 4. Question:** 3. Are any City employees represented by a union or bargaining unit? If so, does the City expect the consultant to coordinate engagement with union representatives?

Answer: Yes, CUPE Local 5014. The consultant is not expected to coordinate engagement with Union Representatives.

5. **Question:** Has the City completed any prior EDI, accessibility or employee engagement work (for example, staff surveys, AODA compliance reports or an Accessibility Plan) that would be made available to the successful Proponent?

Answer: Yes, the City is AODA compliant and will provide that information to the successful Proponent.

6. **Question:** Would the City accept Deliverables 8.2 to 8.5 being presented as clearly identified sections of a consolidated technical report, rather than as separate stand-alone documents?

Answer: Yes.

7. **Question:** Does the City have a preference for in-person versus virtual engagement sessions, and is any on-site presence required?

Answer: It is expected that at least one in person meeting would take place for the purposes of introductions and to visit the City of Temiskaming Shores.

8. **Question:** Section 6.1 describes \$25,000 excluding HST as the anticipated budget and a "maximum." Can the City confirm whether Proposals exceeding this amount for the base scope will be considered, and how they would be treated in the fee evaluation?

Answer: All proposals will be evaluated. It is expected that the work can be completed within the maximum budget.

9. **Question:** Materials in scope: The RFP identifies policies, procedures, programs, and governance structures for review. Could the City provide an estimated inventory of materials in scope, including the approximate number of documents, overall volume, formats, and whether materials will be provided electronically?

Answer: Approximately 10 documents that can be provided electronically.

10. **Question:** Staff and partner engagement: The RFP references engagement with City staff and "Partners." Could the City clarify which internal and external groups are anticipated to participate and, where possible, provide approximate numbers of employees, managers, elected officials, departments, committees, and external partners?

Answer: See question 3.

11. **Question:** Timeline and internal support: Does the City have a preferred project start and completion date? It would also be helpful to understand the level of internal staff support anticipated for document collection, participant coordination, interviews and engagement activities, data access, and review of draft deliverables.



Answer: Start date is asap. Staff support will be available.

S. Zubych

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CITY OF TEMISKAMING SHORES

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