

THE CORPORATION OF THE TOWN OF CARLETON PLACE

**REQUEST FOR PROPOSALS
RECREATION AND CULTURE DEPARTMENT
SERVICE DELIVERY AND FEE REVIEW
Addendum No. 2 – January 25, 2024**

TO ALL RECIPIENTS

The following changes, additions, and/or deletions are hereby made a part of the RFP documents for the Recreation and Culture Department Service Delivery and Fee Review, as fully and completely as if the same were fully set forth therein:

Inquiries

Q1. Does the Town of Carleton Place have a budget defined for this project? Can the Town please share the budget that has been earmarked for this work?

A1. The maximum assigned budget for this project is \$100,000

Q2. Please confirm the scope is limited to Recreation services and does not include the Culture service area of the department.

A2. The scope of work under this RFP includes both Recreation and Culture service areas of the Department.

Q3. How many FTEs are there in the Recreation department (managers/supervisors vs. rest of staff? This is to allow us to estimate the number of interviews to conduct.

There are 19 full-time staff within the Department and 66 part-time. See attached organizational chart for the Department. Where there are multiple people within a job classification, the consultant can choose to interview one person or conduct a group interview within a job classification in order to help reduce the number of interviews to be conducted.

Q4. Is there an incumbent firm? We know this is a delicate question, but we noticed that a number of municipalities are issuing RFPs without disclosing existing or on-going relationships with certain firms (KPMG specifically). This has raised doubts about the fairness of the bid evaluation and award process.

A4. There is no incumbent firm. The Town plans to evaluate all submissions received and score them in accordance with the scoring matrix outlined within the RFP.

Q5. Is purchasing the RFP document with MERX mandatory to submit a proposal?

- A5. No. The RFP and addendums have also been uploaded to the Town's website located at the following link:
<https://carletonplace.ca/requestforproposalandtendersp744.php>
- Q6. Pg.21, Item 6: "Coach municipal organizational leaders so they can achieve results..."
Pg. 22 Item #8 "Identify change management actions"
These steps are typically part of the scope of a phase II implementation support project undertaken once the recommendations are known and the Town is in a better position to determine its specific implementation support needs. Could the Town indicate if it is open to move these requirements out of the current scope to a (potential) phase II project. If not, please clarify the expectations with respect to Item #6.
- A6. The Town is in agreement to remove the requirement for Item #6 on Page 21. However, as a deliverable of the project, we would like at least some general change management strategies which could be employed to implement some / all of the recommendations as determined by the Town once the final report has been delivered. (Page 22, Item #8).
- Q7. Given the Master plan work performed, will all material work product that contributed to the generation of the Master Plan be available and taken as is for review and analysis?
- A7. No. The successful bidder is required to undertake their own collection of data as needed to be able to make their conclusions and make recommendations in response to the scope of work outlined within the RFP.
- Q8. Given the Master plan material and the need to evaluate/verify and critique some of its contents while also generating new forms of content similar in nature, will the authors of the Master plan be excluded from bidding on the current requested RFP?
- A8. No, they will not be excluded. We deem the scope of work under the Master Plan to be different from the scope of work under this RFP.
- Q9. Based on the requirements outlined in the RFP, we believe that we will require significant quantitative data surrounding the Service Delivery Model's financial operations. Is this financial data easily available, well categorized, and digitized in a credible format (no gaps in information). Does the department currently have a robust framework to capture financial data?

A9. While we do not guarantee that there are any gaps, we believe the financial information the Town has for the Department is robust and digitized in a credible format.

Q10. There is a lot of valuable quantitative and qualitative information stemming from the exercise of the Master Plan. Will this information be made available, is it possible to access the raw data collected?

A10. See above response to Q8.

Q11. Will stakeholder consultations and leadership coaching be expected to be delivered in-person, on-site, virtually, or a mix? If in-person on-site, will facilities/resources be provided free of charge? Moreover, is it sufficient to express the projected Level of Effort (LOE) for consultations, facilitations, etc. as a single total instead of specific number of meetings?

A11. We will leave it up to the consultants bidding on the project to determine the best way, from their experience, of conducting the consultations. If in person, the Town will provide the necessary facilities free of charge.

The only absolute requirement for in-person attendance, is to present the final report to Council at its Committee of the Whole meeting.

With respect to Level of Effort, the expectation is that sufficient information will be provided to allow the review team to evaluate the proposals appropriately.

All RFP holders shall acknowledge receipt and acceptance of this Addendum No. 2 by signing within the space provided and submitting the signed Addendum with the final proposal. Proposals submitted without this addendum may be considered incomplete.

Receipt acknowledged and conditions agreed to this _____ day of _____, 2024.

CONSULTING FIRM NAME

SIGNATURE

Diane Smithson, CAO
Town of Carleton Place
Phone 613-257-6255
Fax: 613-257-8170
Email: dsmithson@carletonplace.ca

Recreation & Culture		
19 Full-Time 66 Part-Time		
Manager of Recreation & Culture (1)		
Recreation 8 Full-Time 26 Part-Time	Parks and Operations 9 Full-Time 4 Part-Time	Pool 1 Full-Time 36 Part-Time
Community Programmer (1)	Parks and Operations Team Lead (1)	Aquatic Team Lead (1)
Facilities Clerk (1)	Facilities Labourer/ Operator II (3)	Aquatic Supervisor (1PT)
Recreation Administrative Assistant (1)	Facilities Parks Labourer (3)	Aquatic Program Assistant (2PT)
Recreation Team Lead (1)	Recreation Labourer/Horticulture (3 PT)	Casual/Weekend Supervisor (5PT)
Facilities Supervisor (4)	Facilities Custodian (2)	Aquatic Lifeguard/Instructor (21PT)
Facilities Attendant (13PT)	Recreation Mechanic (1PT)	Casual Cashier (4PT)
Concession Attendant (9PT)		Aquafit Instructor (3PT)
Liquor Server (4PT)		