



CBRM

A Community of Communities

Cape Breton Regional Municipality

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June 26, 2020

ADDENDUM #1

RE: CBRM P08-2020 –OPERATIONAL REVIEW OF POLICE SERVICES

To Whom It May Concern:

With reference to the above noted proposal, please see the attached documents.

If you have any questions, please contact our office at purchase@cbrm.ns.ca.

Sincerely,

Donna M. Murphy

Donna M. Murphy,
Procurement Officer

Q.1

The RFP includes:

Work Plan and Schedule

Provide a work plan that identifies project components and schedule in Gantt chart (or similar) format. Ensure the work plan clearly details and describes key aspects of the proposed approach, including but not limited to the planned number of interviews, time for research and analysis, format and planned presentation of final report, etc.

Question:

How is presentation defined? A PDF report emailed to the CBRM, or an in-person presentation, or a remote-video conference presentation by the consultants to Council or another form?

A PDF report will be required as well as a presentation to Council. Presentation may be in-person or via video conferencing technology.

Q.2

COVID-19 Protocol for Contractors and Suppliers

April 20, 2020

includes:

Anyone who has travelled outside of Canada or Nova Scotia cannot carry out work at a CBRM facility or property until they have completed 14 days of self-isolation, measured from the date of their return to the Province. Any exemptions will have to be granted by Public Health

Question:

Does this requirement, in practical terms, rule out any potential contractor not based in Nova Scotia?

There will no longer be a self-isolation requirement for travel within the Atlantic Canada provinces as of July 3, 2020. We do feel that most of the study can be completed remotely, and we would be accepting of virtual meetings with participants under the circumstances as to not rule out a firm outside of Atlantic Canada if restrictions prohibit travel.

Q.3

COVID-19 and *force majeure*

The pandemic will create significant consulting challenges, including travel, quarantine requirements, meetings in-person or via video conferencing. Although there is a general *opening-up*, the situation remains fluid and difficult to predict.

Question:

Given the continuing uncertainty and the concern of a second wave, will the CBRM, before the July 7th submission deadline, consider postponing the project start date or amending the COVID protocols based on the latest medical information?

CBRM must follow the direction of the Chief Medical Officer of Health for Nova Scotia. There is no desire to postpone the project start date, however CBRM recognizes the challenges certain COVID restrictions present in a proponent's ability to execute certain elements of the proposal. CBRM will make all reasonable efforts to work with the proponent to ensure any required resources are available via secure file transfer, courier or via virtual conferences as necessary should restrictions impact the planned execution of project elements.

- Do you have a list of already identified persons for interviews and could you provide a list of the positions by sector for officers, civilians and stakeholders? If not, how many interviews are expected?

It is anticipated that the number of interviews for staff and stakeholders could be in the range of 12-18, however this will depend on the proponent's approach and areas of focus.

- After reviewing Strategic Plan 2018-2021, we don't see a mention of this project. Could you enlighten us as to what is the underlying objective of this project?

CBRM and the Province of NS recently engaged a consultant to perform a viability study of the CBRM. Part of the study's focus was to evaluate how CBRM compares to other municipal units of similar size throughout the country. A high-level examination of policing services in CBRM, indicated a higher than average cost of policing. As a result, one of the recommendations of the report recommended that a separate review of CBRM's Police service be undertaken to identify possible efficiencies in operation. A copy of the CBRM's Viability Study is available on CBRM's website here:

http://www.cbrm.ns.ca/images/Viability_Study_Final_Report_Aug_6th.pdf

- How far in the future are the projections expected to be concerning item a) of the Scope of Work

10 year

- How many benchmark comparisons are expected? Have you already identified the comparable police services? Are you expecting that we will compare all the items listed from your RFP Scope of Work?

Minimum of 4. We have not identified the comparable benchmark participants and would rely on the proponent's industry knowledge to identify those suitable for this study. It is noted however, the Viability Study's high-level review used: Moncton, NB; St. John, NB; Halifax, NS; Sarnia, Lambton County, ON. While these cities were used for the Viability Study, the police review may use these, or any other police service organizations deemed suitable for benchmarking provided the benchmark participants have similar demographics and population profile.

- Are the data on overtime shifts available?

This data will be made available to the successful proponent.

- Are you committed to identify and make available for interviews key individuals from each department within the CBRP?

Yes.

- How many non-core services (point f of the Scope of Work) and interviews?

This will depend on the proponent's approach and areas of focus. There are 4 sections of non-core services that would be involved in the review.

- How many field visits?

Number of field visits will be at the discretion of the proponent. CBRM would expect at least one, however given the currently restrictions surrounding COVID, we are open to conducting field visits in a virtual format.

- How likely is it to get an exception from Public Health concerning the 2 weeks quarantine?
CBRM is not in a position to provide an answer to this question as the decision is not within CBRM's authority.
- Will the resulting contract include an opt-out clause in case of issues with the pandemic?
No.
- Is it expected that all interviews be conducted during the field visit?
No.