



Develop Nova Scotia

Old Red Store, Historic Properties
Suite 301 – 1875 Upper Water St.
Halifax, NS B3J 1S9

Date: Thursday, September 05, 2019

**ADDENDUM # 02 for DNS-1920-0003
Request for Supplier Qualification – Professional Services
Sponsored by:
Develop Nova Scotia – Innovation Department**

The following Clarifications/Changes are to be noted in the document referenced above.

1.0 Document Change: Term Length

The initial term of this Two-Stage RFSQ will be for a period of twelve (12) months from issue date of this RFSQ. Develop Nova Scotia reserves the right to extend the RFSQ for two (2) twelve (12) month extensions beyond the initial term, for an overall potential maximum of three (3) years in total. End date of this RFSQ, if both potential extensions are exercised, will be 4/26/22.

Rate adjustments made be made as per subject RFSQ, para 1.8.

2.0 Document Change: Submission Deadline

While this Two-Stage RFSQ remains open for onboarding, only those consultants that have submitted a response by the end of the Quarter preceding a Call-Up shall be considered for potential selection.

Quarterly submission deadlines are as follows:

- 1st Quarter submission deadline – 4:00 pm Atlantic Time 31 March
- 2nd Quarter submission deadline – 4:00 pm Atlantic Time 30 June
- 3rd Quarter submission deadline – 4:00 pm Atlantic Time 30 September
- 4th Quarter submission deadline – 4:00 pm Atlantic Time 31 December

For example, only proponent submissions received by Develop Nova Scotia by 4:00 pm Atlantic Time on 31 March would be considered for potential selection if a Call Up was initiated on 15 April. Quarterly submission deadlines that fall on a weekend or holiday will be extended to 4:00 pm Atlantic Time on the first business day thereafter.

3.0 Document Change: Participation of Eligible Public Sector Entities

By submitting a proposal in response to this RFSQ, a Proponent irrevocably undertakes and agrees that if successful, and following execution of an agreement with Develop Nova Scotia, it will make the specified goods and/or services available to any public sector entity eligible to participate in this procurement process upon request by a public sector entity seeking access to those goods and/or services, provided however, that the Proponent's obligation to allow participation by other public sector entities does not

extend to circumstances in which the Proponent would have to make capital or operational expenditures in order to accommodate subsequent requests for goods or services by public sector entities.

The Proponent may only provide the goods and services specified under this RFSQ to additional entities by entering into a separate contract with the new entity (“Subsequent Contract”). The Proponent acknowledges and agrees that Develop Nova Scotia will not be a party to any Subsequent Contract, nor will Develop Nova Scotia be liable in any respect for any obligation under, or act or omission by a party to, a Subsequent Contract.

For the purposes of this section, a public sector entity means any provincial government or provincially funded entity in Nova Scotia, including municipalities, universities, community colleges, school boards, health authorities, housing authorities, agencies, boards, commissions, and crown corporations.

This addendum **Will NOT** require a revision to the Closing Date and Time, or other dates given in the Request for Supplier Qualification document.

In accordance with the RFSQ Submission Form, prospective or prequalified proponents are deemed to have read and taken into account all addenda issued by Develop Nova Scotia.

For further information prospective or prequalified proponents should contact Todd Brayman, Procurement Manager at todd.brayman@developns.ca.

Date: Thursday, September 05, 2019

ADDENDUM # 01 for DNS-1920-0003
Request for Supplier Qualification – Professional Services
Sponsored by:
Develop Nova Scotia – Innovation Department

The following Clarifications/Changes are to be noted in the document referenced above.

1	Question	Can I submit as a Single Category supplier as a small business and also submit with other service providers as part of a larger team in the Cross-Functional proposal?
	Answer	When Develop Nova Scotia identifies a need, we will look at all of the consultants (required based on value) in a Category of Service and will select based on individual evaluations. If a Cross Functional opportunity exists Develop Nova Scotia will look at the Categories of Service required and consultants on our list(s) and will select based on individual evaluations – the intent is not to hire “groups.”
2	Question	In APPENDIX C – SUBMISSION PRICING FORM C.1 Instructions on How to Complete Submission Pricing Form its stated that <i>“Rates quoted by the respondent shall be all-inclusive and shall include all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery, all costs of installation and setup, including any pre-delivery inspection charges, and all other overhead, including any fees or other charges required by law.”</i> It would be helpful in establishing the all-inclusive rates - including estimate for travel cost, if Develop Nova Scotia could have an

		approximate estimate of the portion of professional time required to be on site (meetings, etc.) with Develop Nova Scotia team, stakeholders, etc.?
	Answer	The level of detail sought will only be available at the time of potential call-up based on the Project Description. Expectations are that successful proponent will quote hourly rates that are inclusive of the costs described above – additional travel costs associated with specific project requirements, to do a site visit where a construction activity is taking place for example, may be reimbursable over and above rates quoted in Appendix C.
3	Question	Would a CGL and Professional Liability limit of \$2,000,000 be considered for single category provides based on the \$250,000 cap?
	Answer	While the insurance and indemnity policy as stated in the RFSQ is the “standard” for Province of Nova Scotia tenders, Develop Nova Scotia will consider departures from this policy based on project requirements, risk, and legal review at the time of potential call-up. There is no requirement to alter current policies (if held), and by extension experience added expenses, as opportunities for call-up will be on an as needed basis. Submissions are to include a copy of current insurances (if held) and a statement of willingness, or not, to adopt standard insurance limits as requested – see para. 2.5.2. Respondents will not be disqualified from prequalification if current insurance holdings do not meet standard requirements. Potential respondents should note though, Develop Nova Scotia may, at their sole discretion, disqualify proposals who do not or who are not willing to meet specific project requirements as stated in potential Project Descriptions.
4	Question	Section 2.2.3 Consultant Cover Letter and Resume: For an organization seeking to pre-qualify multiple consultants, please explain the purpose of requiring “separate cover letters” for each consultant. What specific separate details are being sought?
	Answer	A cover letter can be very personal based on skills, qualifications, education, and motivations. This RFSQ was designed to ensure respondents had every opportunity to demonstrate their individual value as pre-qualification and selection will be made based on potential Project Description requirements and individual fit – not company fit;
5	Question	For the reference letters, are you looking for 3 letters for each consultant, or 3 for the company? Also, is it acceptable to use the same reference person for two different projects we worked on, i.e. in such a case would that count as one reference or two? Would that be scored as favorably as two different references for two different projects?
	Answer	As Develop will not be engaging by company but by consultant, 3 references are required for each consultant sought for prequalification. The same reference source, from a single project, could be used for multiple consultants if they all worked on the project. As individual efforts and contributions are unique to individual skills and experiences though, references should reflect individual outcomes.
6	Question	Is this RFP soliciting inputs for both stages (Stages I, II, III AND Stages IV, V, VI) at this time in a single response? Or are you soliciting inputs only for

		the first stage (Stage I, II, and III), and then if we are pre-qualified, then we'd provide the inputs needed for the second stage (Stage VI, V, VI) at another time?
	Answer	A point by point review of subject RFSQ (this is not an RFP) is highly encouraged. As per para 2.5.1 and 2.5.2 these requirements are to be submitted with mandatory initial submission requirements. Para 2.5.3 requirements are provided at time of potential call-up.
7	Question	Regarding the pricing form, since my company at this point consists of just myself, I am assuming that I would simply insert a price in the form for a senior resource and leave the intermediate and junior columns blank. That would apply to the specific service categories for which I am bidding.
	Answer	Correct.
8	Question	Appendix C – Submission Pricing Form: C.1 states in part “Respondents are not to alter or add information to the form.” Are per hour rates to itemized inclusive or exclusive of HST? Are respondents to reproduce the template provided in Microsoft Excel (as per 1.7)?
	Answer	Hourly rates are to be provided exclusive of HST
9	Question	Section 2.5.2 Proof of Insurability: Many smaller firms do not carry insurances as detailed in section D.4. If a firm does not currently carry insurances, will a declaration indicating no current insurances coverage and a “willingness to accept the requirements of Para D.6 – Liability, Indemnity, and Insurance” be considered compliant to the requirements of this section?
	Answer	See question 3.
10	Question	Appendix D, page 21 details four categories of service: Network Engineering services (wired, wireless, satellite) GIS Mapping Services Strategic Telecommunications Services Strategic Internet Project Services Section C.2, page 20 pricing form has six categories to be filled: Network Engineering services – Wired Network Engineering services – Wireless Network Engineering services – Satellite GIS Mapping Services Strategic Telecommunications Services Strategic Internet Project Services Please confirm we are filling roles for four or six categories.
	Answer	The intent is to establish four Categories of Service – Network Engineering Consultants should provide details regarding area(s) of expertise (wired, and or wireless, and or satellite).
11	Question	Section D.11, page 26 states “If the submission is made on behalf of a sole proprietor, ensure the cover letter explains how individual experience, Professional Values and Work Ethic align with the Develop NS organizational mandate and, the Service Categories being sought for Pre-Qualification and Selection.” When submitting on behalf of a Company, does the cover letter for each Team Member proposed include the same requirements as the cover letter for a Sole Proprietor?
	Answer	The intent of the requirements at D.10 and D.11 is to ensure consultants from both small and large settings have the opportunity to describe how their experience and motivations align with Develop Nova Scotia’s

		<p>organizational mandate. Individual cover letters should be unique to the individual.</p> <p>If a company is submitting multiple consultants for consideration, there is an opportunity to add details regarding organizational alignment with Develop Nova Scotia organizational mandate as well.</p>
12	Question	2.5.1 References and 2.5.2 Proof of Insurability are listed as requirements in 2.5 Stage IV on Page 7. Appendix B Submission Form that is to be submitted in Stage I asks for 3 references and Current Insurance documents. Could Develop NS please confirm that 3 References and Proof of Insurability are required in Stage I and Stage IV?
	Answer	See question 6.
13	Question	Regarding Project Team: We see value in providing a deep roster of staff to cover each role with at least one individual. Is there a limit to how many staff we can fill per role? In addition, given the diversity of experience our staff have we see value including some individuals in more than one role. Can one individual fill more than one role?
	Answer	There is no limit to the number of consultants that may be submitted. As long as one is qualified, there is no limit to the Categories of Service one can be submitted for.
14	Question	Section 2.5.1 References states “Each response must include three professional references (written and signed by the originator) highlighting the quality of consultation services provided in the Categories of Service being sought for pre-qualification”. Could Develop NS please define originator?
	Answer	<p>Develop Nova Scotia is not just looking for names and contact information for potential references. A reference written by the consultant seeking prequalification highlighting their suitability and successes is not considered as an independent reference.</p> <p>References are to be submitted and signed by the reference source – the originator.</p>
15	Question	Regarding the Rated Criteria Category under 2.3 on page 7: Columns “Weight (Points)” adds up to 145 and “Threshold (Min)” adds up to 45 whereas the Total is indicated as Weight (Points): 100 and Threshold (Min): 50. Could Develop NS confirm the weights for each category?
	Answer	Consultant Profile is worth a possible 45 points. Senior consultants will receive 45/45 points. Intermediate consultants will receive 30/45 points. Junior consultants will receive 15/45 points. When added to points allocated to Relevant Experience (40 points) and References (15 points), prequalification evaluation adds to 100 possible points.
16	Question	Please clarify the difference between evaluated criteria categories: Consultant Profile and Relevant Experience – Cover/Resume. Is there intention to evaluate the company profile in Stage II?
	Answer	<p>Consultant Profile refers to years’ experience, education, and certification. See para D.8. Relevant Experience – Cover/Resume refers to related experience as demonstrated in subject documents.</p> <p>Company profile, if provided, will be considered at the same time as individual consultant cover letter and resume and may be considered in</p>

		both pre-qualification and selection processes.
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In accordance with the RFSQ Submission Form, the respondents are deemed to have read and taken into account all addenda issued by Develop Nova Scotia.