



MOCR202120
Consulting Services – Strategic Plan Refresh 2022 - 2024

ADDENDUM #2

Please be advised of the following changes to RFP – MOCR202120. Please note the following changes, corrections, additions, deletions, information and/or instructions in connection with the RFP. This addendum shall be incorporated into the RFP and form part of the RFP documents.

Date Issued: December 17, 2021

Issued By: Don Marchand – CAO

Contact Info: Direct – 902-226-3970 Email: dmarchand@richmondcounty.ca

1. **Precedence:** This Addendum forms an integral part of the Tender Documents covering all aspects of this Project and is to be read in conjunction therewith. Should points arise which are at variance, this Addendum shall take precedence.
2. **Purpose:** The Purpose of this Addendum is to add to, clarify and/or amend the Specifications and Drawings.
3. **Content:** The Addendum comprises two (2) pages of text including this page.
4. **Acknowledge** this Addendum in submission.

The Tender Document shall be amended with the following information, which shall form part of the Contract as described herein:

Revisions to Tender Document

Questions/Clarifications

Question 1:

Under the scope and deliverables section, you state that the consultant is expected to participate in consultation with external stakeholders led by the Cape Breton Partnership and then list a set of minimum requirements. Is the successful proponent of this RFP expected to facilitate any of these sessions, analyze any of the data, or incur any costs other than participating in the events? If all of the consultations are being led by the Cape Breton Partnership, will the successful proponent have an opportunity to have input into questions and methodology of the consultations?



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Answer 1:

A correction to the RFP was issued in the form of an addendum on December 7, 2021, to clarify the role of the Cape Breton Partnership.

https://procurement.novascotia.ca/pt_files/addendums/MOCR202120.pdf

As our economic development service provider, the Cape Breton Partnership is prepared to provide coordination and support for consultations with external stakeholders (i.e. logistics, invitations, collect data, notes, survey distribution, etc). The successful proponent will be expected to design and lead the consultations, and will provide direction on the type of support needed from the Cape Breton Partnership to conduct the consultations. Costs for venues and any required catering will not be the responsibility of the consultant.

Question 2:

"A complete review of relevant existing bylaws, strategies, plans, policies, and reports"
Can you clarify which of the municipal bylaws, strategies, plans are considered relevant for this review.

Answer 2:

Relevant bylaws, strategies, plans, policies, and reports would include:

- Richmond County Strategic Plan 2022-2024: <http://www.richmondcounty.ca/1171-richmond-county-strategic-plan/file.html>
- Point Tupper Prospectus: <https://capebretonpartnership.com/wp-content/uploads/2020/07/Point-Tupper-Prospectus-2020-Web.pdf>
- Committees: <http://www.richmondcounty.ca/committees.html>
- Grant Policy: <http://www.richmondcounty.ca/council-policies/1075-mcr-grants-policy/file.html>
- Municipal Planning Strategies: <http://www.richmondcounty.ca/eastern-district-planning-by-laws.html>
- ICSP: <http://www.richmondcounty.ca/integrated-community-sustainability-plan-icsp.html>
- Climate Change Action Plan: <http://www.richmondcounty.ca/mccap.html>

--- End of Addendum ---



THE MUNICIPALITY OF THE COUNTY OF RICHMOND
LA MUNICIPALITÉ DU COMTÉ DE RICHMOND

MOCR202120
Consulting Services – Strategic Plan Refresh 2022 - 2024

ADDENDUM #1

Please be advised of the following changes to RFP – MOCR202120. Please note the following changes, corrections, additions, deletions, information and/or instructions in connection with the RFP. This addendum shall be incorporated into the RFP and form part of the RFP documents.

Date Issued: December 7, 2021

Issued By: Don Marchand – CAO

Contact Info: Direct – 902-226-3970 Email: dmarchand@richmondcounty.ca

1. Precedence: This Addendum forms an integral part of the Tender Documents covering all aspects of this Project and is to be read in conjunction therewith. Should points arise which are at variance, this Addendum shall take precedence.
2. Purpose: The Purpose of this Addendum is to add to, clarify and/or amend the Specifications and Drawings.
3. Content: The Addendum comprises one (1) page of text including this page.
4. Acknowledge this Addendum in submission.

The Tender Document shall be amended with the following information, which shall form part of the Contract as described herein:

Revisions to Tender Document

SCOPE AND DELIVERABLES

Delete the second bullet under section 1:

Participation in consultation with external stakeholders led by the Cape Breton Partnership to ensure engagement and accessibility (in person/virtual), including but not limited to:

Insert the following as the new second bullet under section 1:

Participation in consultation with external stakeholders coordinated/supported by the Cape Breton Partnership to ensure engagement and accessibility (in person/virtual), including but not limited to:

--- End of Addendum ---