



ADDENDUM

PROJECT TITLE: Consulting Services – Human Resources Strategic Plan	ADD. NO: 1
RFP NO: 2023-092202P	DATE: July 12 th , 2023
PAGE 1 of 4 (Including Confirmation Sheet)	

Make the following modifications to the above project. Include in the amount of the Proposal, any additions to or deductions from the cost of the work by reason of these instructions.

Sign and attach this Addendum to the Proposal documents and submit with your Proposal. Failure to do so may result in the rejection of your Proposal.

Please note that we are extending the closing of this Request for Proposal. The new closing date and time will be **Wednesday, July 26th, 2023 at 4:00:00PM Atlantic Time.**

3.1 Timetable

(1) The RFP timetable is tentative only and may be changed by the City at any time.

Issue Date of RFP	Tuesday, June 27, 2023
Deadline for Questions	Tuesday, July 11, 2023, 4:00:00 pm, ADT
Deadline for Issuing Addenda	Wednesday, July 12, 2023, 4:00:00 pm, ADT
Submission Deadline	Wednesday, July 26th, 2023, 4:00:00 pm, ADT
Rectification Period	3 Business Days
Evaluation	Complete within 2 weeks of closing
Anticipated Deadline for Selection of Highest Ranked Proponent	Thursday, August 10, 2023

Please find below a list of questions and answers.

Q1. Is there a specified budget allocated for this project?

A1. *We will not be sharing budget information for this engagement. Please respond accordingly.*

Q2. Are there certain engagement sessions that the City would prefer be conducted in person?

A2. *Yes, some executive leadership and one Council meeting, along with other focus group sessions with key stakeholders will be required to be facilitated in person in Saint John.*

SIGN AND RETURN THIS ADDENDUM WITH YOUR PROPOSAL

Monic MacVicar

BY: _____
 Monic MacVicar, CCLP, CPPB
 Procurement Specialist, Supply Chain Management

 Contractor's Signature



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PAGE 2 of 4 (Including Confirmation Sheet)	

- Q3. Should we include travel costs as part of the proposed budget?
A3. No, please submit without travel costs, but identify “plus reimbursement for required travel costs”.
- Q4. Has the City determined which policies, procedures and programs be reviewed? If so, how many HR policies, procedures and programs will need to be reviewed as part of this project?
A4. We have not determined the exact number of policies, procedures, and programs. However, the key areas in scope for this project have been identified.
- Q5. For the policy review, is the City expecting us to review the policies and procedures and programs against local labour standards, or should we provide general recommendations based on best practices?
A5. The City is seeking recommendations on best practices, however, these practices should be aligned and in compliance with local labour standards.
- Q6. Do you have relevant and up to date documentation available that we can leverage to inform the environmental scan? For example, documentation and analysis used to build the latest Strategic Plan.
A6. Indeterminate at this time, however, many of the contributors to the Corporate Strategic plan will be available for discussions.
- Q7. For the environmental scan, do you expect us to validate and/or build on desktop research with insights from engagements with relevant internal and external stakeholders?
A7. The expectation is that you would build on research from engagements with relevant internal and external stakeholders.
- Q8. Can you confirm if we need to deliver two presentations, one for the CAO and Executive Leadership, and another for the Council? Also, should the presentations be conducted in person?
A8. Correct, the expectation is that the selected proponent would present 2 final presentations, one to the CAO and the other to Common Council. These presentations would be in person.
- Q9. Does the City of Saint John currently have any EDI and/or accessibility policies, procedures or programs in place?
A9. The EDI policy and procedures are under development to be implemented later in 2023.

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PAGE 3 of 4 (Including Confirmation Sheet)	
<p>Q10. Appendix C - Reference Form - The reference form states that each reference must be from work completed in the last 2 years, however in the submission requirements section (page 23), it states that references should be from work completed in the last 3 to 5 years. How many years can we go back to include references?</p> <p>A10. Preferably, references would be for work completed within the last 2 years, however, they should be dated no earlier than 3 years prior to this engagement.</p> <p>Q11. How many City HR team members do you expect to support the project work? At what capacity of their time?</p> <p>A11. Two HR members will manage the project and contract engagement, with dedicated time of approximately 20%. These HR members will perform coordination and facilitation with internal stakeholders, and other responsibilities as deemed necessary by Human Resources. Access to other HR staff to review policies, procedures, and programs will be coordinated through the two (2) HR project primes.</p> <p>Q12. Are there particular stakeholder groups you deem to be most critical for this project? Are there particular groups we should prioritize engaging in our approach?</p> <p>A12. The City's senior leaders would be a priority stakeholder group, followed by Council, employees, and other external stakeholders as deemed essential for the project.</p> <p>Q13. Would supporting this work preclude a proponent from future technology implementation partnerships?</p> <p>A13. Further clarification on reference to future technology partnerships is required prior to responding to this question.</p> <p>Q14. In the RFP, you list recruitment, staffing/workforce planning, performance management, training and development, succession planning, compensation, employee recognition, employee health and wellness, disability management, diversity, equity and inclusion, and labour relationships as key areas of focus. Are there particular areas that are the highest priority to the City?</p> <p>A14. No</p> <p>Q15. Would supporting this work preclude a proponent from future technology implementation partnerships?</p> <p>A15. No, it would not.</p>	

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PAGE 4 of 4 (Including Confirmation Sheet)	

CONFIRMATION - RECEIPT OF ADDENDUM

Upon receipt of this document, fax this page to (506) 658-4742 to confirm receipt of this addendum.

CONSULTANT'S NAME: _____

ADDRESS: _____

PHONE: _____ FAX: _____

RECEIVER NAME (PRINT) _____

RECEIVER SIGNATURE: _____