



## ADDENDUM

Event ID <b>0000006668</b>	Addendum Number <b>1</b>
Date of Issue <b>May 24, 2023</b>	Attachments <b>0</b>

Event Title <b>Marine Transportation Services Governance Review</b>	Community <b>Hay River, Lutselk'e, Norman Wells, Tulita, Fort Good Hope, Inuvik, Tuktoyaktuk, Aklavik, Ulukhaktok, Sachs Harbour, and Paulatuk</b>
Client Department <b>Infrastructure</b> TO ALL BIDDERS	Region <b>Northwest Territories</b>

1. This addendum shall be read in conjunction with the requirements, drawings and specifications contained in the tender or request for proposals documents.
2. Where inconsistent with the above, this addendum shall govern.
3. This addendum forms an integral part of the tender or proposal bid and contract and shall be included therein.
4. No consideration shall be allowed for increases (extras) to the CONTRACT PRICE due to failure of the Contractor or Subcontractor to be familiar with this addendum.

### SCOPE OF THE ADDENDUM

#### Please note the following questions and answers:

1. **Question:** Constraints: We are seeking to better understand the project management constraints related to this assignment. The RFP notes that "Access to MTS program staff for operational and financial data, interviews, etc. will be limited during the sailing season (June to October)". Given this constraint, does the client have flexibility to extend the submission date for the draft reporting beyond September?

**Answer:** MTS program staff consists of a small team of 8 employees, however, scheduling time with these individuals during the busy sailing season may be difficult. As specified later in this addendum, the deadlines for the draft reports have been revised.

2. **Question:** Accounting / Business Advisory Personnel professional designation: "The Accounting / Business Advisory resource(s)/personnel should be Chartered Professional Accountant(s) or Certified Auditor(s) or related field with ten years of experience in projects of similar nature in areas of corporate finance, business process, financial modeling and/or internal control projects."
  - a. Given the wording "should", is it correct to interpret these professional designations (i.e. CPA or Certified Auditor) as rated criteria (rather than a mandatory requirement)?
  - b. Would the client consider alternatives to demonstrate relevant capabilities, including through education and experience? If so, how would the client evaluate this experience versus a professional designation?

**Answer:** The intent of the qualification requirements is to define an ideal response to the criterion and establish a benchmark for scoring. The proposal evaluation committee will ultimately be responsible for determining the impact on scoring should a proposed team member not meet the preferred qualifications. Proponents can expect team members that meet the requested qualifications to receive a higher score than individuals that do not meet the preferred qualification requirements. However, the evaluation committee will consider the relevancy and transferability of other qualifications and experience that an individual may possess when determining the score for the applicable criterion.

3. **Question:** Section 2, paragraph 10 of the RFP provides the anticipated schedule consisting of:

- Draft Executive Summary and Draft Overview Report – September 8, 2023
- Draft Technical Report – September 22, 2023
- Final Report – November 3, 2023

The scope of work will require substantial input from the GNWT and especially MTS representatives to participate in



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meeting and interviews and provide all the necessary data in order for the successful proponent to get the adequate insights required for the delivery of the services. Based on the proposed schedule this is intended to happen in July and August, which overlaps with the high season for MTS operation. This is also a time when we would expect senior officials at the GNWT to either potentially be taking possible vacation time or preparing for transition. Recognizing the importance of the final deadline given the electoral cycle of the GNWT, we would like to request a change to the timeline to extend the analysis period by several weeks and to spread the level of effort required from the GNWT and MTS representatives over a longer period. In addition, we would like to suggest switching the order of the Technical Report and the Executive Summary/Overview Report, as the latter will provide a summary of the overall analysis that will be contained in the Technical Report. Based on this, we would like to suggest the following:

- Status update to provide an overview and update on key findings – September 8, 2023
- Draft Technical Report – September 29, 2023
- Draft Executive Summary and Draft Overview Report – October 13, 2023
- Final Report – November 3, 2023

In addition, we would like to enquire about the anticipated level of effort and/or budget for the project, to be able to better identify the level of detail GNWT requires for the scope of services.

### Answer:

The GNWT supports the request to extend the analysis period. The GNWT also supports the reordering and changes to the project deliverables. Please refer to the revised Schedule in this addendum.

The GNWT's decision to omit a project budget stems from its primary goal of acquiring comprehensive, impartial evaluations of the operating model and governance structure for MTS. Considering the specified timelines, the expertise of subject matter experts, and the outlined scope of work in the Terms of Reference, the GNWT is inviting Proponents to present their proposed methodology for proficiently executing the assigned tasks along with the corresponding cost estimates.

## REVISIONS

1. Section 2 (Terms of Reference), Item 10 (Schedule) is replaced with the following:

Task / Activity	Start (M/D/Y)	End (M/D/Y)	Responsible
Initial meeting with Team Manager to clarify objectives and context - meeting may be via tele/videoconference	7/5/2023	7/5/2023	Contractor/Team Manager
Status update to provide an overview and update on key findings	9/8/2023	9/8/2023	Contractor
Draft Technical Report	9/29/2023	9/29/2023	Contractor
Draft Executive Summary and draft overview report	10/13/2023	10/13/2023	Contractor
Final Report	11/3/2023	11/3/2023	Contractor