

Addendum for

## Request for Qualifications to Provide Consulting Services

Response deadline: Tuesday,  
December 16, 2008, 4 p.m. EST

*Please note: questions are edited for clarity and to maintain confidentiality.*

### **Question #1**

We are a law firm with the largest municipal practice in Ontario and a significant environmental law practice. As such we have a number of municipalities as clients and regularly act for developers and other parties in situations opposite municipalities. Is representation of other parties, as described above, inconsistent with section 4.1?

### **Answer #1**

The intent of Section 4.1 is to confirm that a respondent, in this case your firm, is not directly in dispute with the CIF, its partners or any municipality in Ontario.

Your role as a representative of another party who may be in dispute with one or more of the entities above does not constitute a violation of the requirements of this Section.

You are correct that firms, successful in being listed on the roster, will still be required to identify any potential conflicts of interest on any work for which the CIF is considering contracting with them to deliver.

### **Question #2**

If we are submitting a proposal for more than two services, should we provide two separate proposals, each no more than three pages in length, or can we submit one document, clearly separated, totaling six pages in length? (This question pertains to Section 4.4 Areas of Expertise.)

### **Answer #2**

The CIF would expect one submission, with no more than three pages of information for each of the services (i.e., 2 services = 6 pages maximum) under which the respondent wishes to be considered. The services should be separated in a logical format.

**Question #3**

On Page 8 of the RFQ, beginning with Line 9 of the Sample Project Agreement, the Contractor is described as Company XXX "a corporation incorporated under the laws of the Province of Ontario." Is the phrasing of this statement intended to place a restriction on potential bidders, such that they must be incorporated in Ontario, or is this strictly example language and the project is open to all bidders?

**Answer #3**

This is a sample document provided for illustration purposes only and can be adapted to address specific project requirements including, but not limited to, where the selected consultant is incorporated outside of Ontario. The RFQ is open to all prospective respondents.

**Question #4**

In section 4.1 the declaration asks about litigation with municipalities among others. Is a prospective respondent ineligible to submit a response to the RFQ if they have been named by a municipality in an ongoing dispute?

**Answer #4**

The intent of this declaration is to assist the CIF in ascertaining whether the potential for a conflict of interest already exists between respondents and work currently under consideration by the CIF. Respondents who are involved in a dispute would still be considered eligible to be listed on the roster but would not be eligible to work on any projects involving the municipality(ies) in question. Consultants listed on the roster would still be obliged to identify any conflict of interest on future project work which they might be offered on a go-forward basis.