

Request for Supplier Qualifications – Doc5421410915
Part 8 – Response Content

1.0 General

Responses are expected to address the RFSQ content requirements as outlined herein, and should be well ordered, detailed and comprehensive. Clarity of language, adherence to suggested structuring, and adequate accessible documentation is essential to the City's ability to conduct a thorough evaluation. The City is interested in Responses that demonstrate efficiency and value for money. General marketing and promotional material will not be reviewed or considered.

Respondents should upload the requested information as a PDF attachment (unless otherwise specified in the sections below) within the appropriate subsection in Part 8 in the City's Online Procurement system.

No cost information shall be included in the body of the Response content portion of the Response or it will be rejected.

The Response should contain the following items:

1.1. Letter of Introduction

- 1.1.1. Attach a letter introducing the Respondent and signed (or electronically signed) by the person(s) **authorized** to sign on behalf of and to bind the Respondent to statements made in response to this RFSQ. This should be the same authorized signing officer of the Respondent who is indicated in the submission form (Part 6).

1.2. Subsection 1 – Executive Summary

- 1.2.1. The Respondent should provide a summary of the key features of the Response.

1.3. Subsection 2 – Respondent Profile

Respondents should have the staff and organization to ensure their ability to deliver and support the proposed project.

- 1.3.1. To permit the Respondent to be evaluated fully as a viable and sound enterprise, include the following information with respect to the Respondent, and if applicable, for each consortium member.

- a. A profile and summary of corporate history including:
- date company started;
 - products and/or services offered;
 - total number of employees;
 - major clients; and
 - business partners and the products/services they offer.

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- b. A profile and summary of corporate history of any parents or subsidiaries and affiliates and the nature of the Respondent's relationship to them (i.e., research, financing and so on).
 - b) A copy of the Respondent's and if applicable for each consortium member, Corporate Profile Report(s) (Ontario), or equivalent official record issued by the appropriate government authority
 - c) If the Respondent is a member of a consortium, provide a description of the relationship(s) between consortium members. Please note section 2 of Part 3 – RFSQ Process Terms and Conditions regarding consortiums and the requirement that there be a single Respondent.
- 1.3.2. Diverse Supplier: If the Respondent is certified by a Supplier Diversity Organization, the Respondent should provide evidence of such certification.
- 1.3.3. The Respondent should demonstrate its commitment to diversity by providing a company-approved Respondent diversity policy that details the Respondent's commitment to an active supplier diversity program. This policy may demonstrate its commitment to diversity by, but not limited to:
 - describing the Respondent's commitment to providing equitable access to subcontracting opportunities for diverse suppliers and demonstrated results of the policy;
 - describing the Respondent's commitment to a pro-active employment diversity program, including providing the company approved employee diversity policy and demonstrated results of the policy.

1.4. Subsection 3 – Experience and Qualifications of the Respondent

It is important that the work be undertaken by a Respondent who can demonstrate specific knowledge of, and experience in performing similar work for projects of comparable nature, size and scope.

Please note that where the skills/expertise/experience are being provided by a subcontractor or other legal entity apart from the Respondent, a Response that does not include the information requested in this Subsection 3 for each such subcontractor or other entity will not be awarded full marks during the evaluation process.

In particular, the Respondent should demonstrate the following:

- 1.4.1. Experience of the Respondent with other similar projects.
- 1.4.2. Provide three (3), project examples of peer reviews successfully completed in the last five

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(5) years (i.e. if you are responding for the RSRM Roster category, please provide RSRM-related examples and if you are responding for the Nuisance Roster category, please provide nuisance-related examples) for the purpose of evaluating the Respondent's experience and track record of success. Each reference should include:

- the identity of the reference client organization;
- Reference / a contact name and title, address and telephone number;
- the size and nature of the client's business;
- the number of years dealing with the client;
- a description of the project;
- the timing and duration of the Respondent's involvement in the project;
- the services that were provided by the Respondent
- date of the project;
- details regarding the scale of the project; and
- client's URL address.

In providing references / contact information related to previous projects, Respondents agree that the City can contact the individuals provided as part of the evaluation process at the City's discretion. The City's evaluation may include information provided by the Respondent's references and may also consider the Respondent's past performance on previous contracts with the City or other related agencies, boards or commissions and corporations of the City.

1.5. Subsection 4 – Proposed Staff Team and Resources

It is important that the work be undertaken by a team who can demonstrate specific knowledge of, and experience in performing similar work for projects of comparable nature, size and scope.

It is important that key project individuals (i.e. major areas of responsibility) be named, with accompanying indication of guaranteed availability. Continuity of key personnel will be required, with a contractual obligation for substitutions only with full written approval of the City.

In particular, the Respondent should provide the following:

1.5.1. A list of key staff that the Respondent would propose to use for this work together with their professional qualifications, related project experience and an indication of their duties and responsibilities on this particular project.

.1 The Respondents team should include the following key personnel:

.1 A project manager;

.2 A team member or members with experience conducting comparable peer reviews of studies submitted in support of development applications;

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- .2 One person may act in the role of more than one of the areas of expertise identified above, provided that they are sufficiently qualified for each of those roles.
 - .3 The dedicated project manager should have a minimum of ten (10) years of relevant experience managing comparable peer reviews of studies.
 - .4 The dedicated peer reviewer(s) should have at least five (5) years demonstrated experience undertaking comparable peer reviews of studies submitted in support of a development application, within the Province of Ontario legislative context.
- 1.5.2. Include strategies and individuals that can fulfill the roles and responsibilities for any unforeseen events requiring replacement of team members.
- 1.5.3. Attach resumes for proposed individuals demonstrating technical expertise for all disciplines required on a peer review including the resources required to undertake a peer review as specified in Part 5.
- Resumes for each member of the team should be provided, with a length of no more than 2 pages each.
 - Each resume should include sufficient information to demonstrate that each of the individuals on the team has the experience, expertise and qualifications to meet the requirements of the RFSQ and of the role identified for each individual, as set out in the Respondent's organizational chart.
 - Each resume will include a list and description of project experience most relevant for the RFSQ, qualification and professional affiliations should be provided on each resume.
 - If an individual is acting in more than one of the key personnel roles identified in above, one resume may be submitted for that individual, provided the experience described is sufficient to demonstrate the qualifications of that person for each role they are proposed to play.
- 1.5.4. Indicate individual experience: e.g. Project Manager (10 years); Peer Reviewer(s) (5 years).
- 1.5.5. Provide a statement of any conflict of interest, if applicable. Refer to Part 3 – RFSQ Process Terms and Conditions item 26 for information relating to conflicts of interest.
- 1.5.6. The Respondent should attach signed consent forms authorizing the disclosure of personal information to the City, or its designated agent(s), for any resumes that are submitted; however, the Respondent will accept all liability if signed consent forms and resumes are not disclosed to the City.

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1.6. Subsection 5 – Proposed Approach

The Respondent should provide the following:

- 1.6.1. Provide a statement of the Respondent's understanding of the goals and objectives of the project and provide a detailed description of how the Respondent intends to achieve the goals and objectives of the project including:
 - a brief description outlining why the specific Solution/System has been recommended;
 - the detailed functions/characteristics/specifications of the goods/services;
 - the deliverables/outcomes that will be provided as part of the project; and
 - a summary of risks/problems/issues associated with the work and how they will be mitigated.
- 1.6.2. Provide a statement confirming that the Respondent has the right to represent, sell, license, deliver, install, train in the use of, service, maintain and support the products proposed, including any documentation to be provided in relation thereto.
- 1.6.3. Provide details for provisions for downtime or loss of revenue from any systems affected by the proposed solution.

1.7. Subsection 6 – Work plan and Deliverables

- .1 A detailed work plan for undertaking a peer review, consistent with Part 5 – RFSQ Particulars indicating the project method, schedule, Gantt chart, tasks, and deliverables within the specified peer review period of 28 days.
- .2 Peer Review Team Organization Chart
 - .1 Peer Review Team Organization Chart provided showing overall peer review team structure. Respondents must submit the Respondent's Organization Chart of the Respondent's team, reflecting the team composition, both at the firm and individual levels.
 - .2 The chart will illustrate how the team will be organized, including the key personnel, including identify the specific roles and responsibilities of each team member, the anticipated percentage of time allocation, and illustrate the working relationships of each of the team members.
 - .3 The Project Manager will be identified and responsible for coordinating the various disciplines to ensure that the deliverables are produced in a coherent manner.