

## Vendor Q & A

### **RFP: Professional Planning Services**

**RFP No.: LW-PC-01-23**

**Question 1:** In reviewing the RFP for Professional Planning Services, our team noted a reference in Section A.2.2 of Appendix A to “mandatory technical requirements” as set out in Appendix D. Can you please confirm if there is a missing Appendix D from the RFP or if the mandatory technical requirements are listed elsewhere in the document?

**Answer:** There is no Appendix D and no “mandatory technical requirements”. Appendix A2 has been updated. See revised Appendix A Below. No other part of the application or appendices are impacted by the revision.

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### **RFP: Engagement and Facilitation Services for State of the Watershed Assessment & Watershed Management Planning**

**RFP No.: LW-EPFCS-02-23**

**Question 1:** What is the anticipated budget for this scope of work?

**Answer:** As outlined in submission requirements, Appendix B Section A, no. 4 “No Cap will be provided, BRWA is asking applicants to identify the budget based on the project deliverable and timeline provided”

**Question 2:** The Battle River Watershed are expands into western Saskatchewan. For the Engagement and Facilitation services required and outlined in the RFP, will Saskatchewan locations and stakeholders be part of this engagement, or will the focus be on Alberta?

**Answer:** The focus will be on Alberta only for this initiative.

**Question 3:** Can you provide me with any insight into a budget estimate/window that you and your team are working towards for this scope of work?

**Answer:** As outlined in submission requirements, Appendix B Section A, no. 4 “No Cap will be provided, BRWA is asking applicants to identify the budget based on the project deliverable and timeline provided”

**Question 4:** Are there mandatory technical requirements as outlined in Appendix A

**Answer:** There are no mandatory technical requirements. Appendix A2 has been updated. See revised Appendix A Below. No other part of the application or appendices are impacted by the revision.

## **APPENDIX A - SUBMISSION DETAILS REVISED**

Reference: RFP No.: LW-PC-01-23, and RFP No.: LW-EPFCS-02-23

### **A1 RFP Timetable**

Issue Date of RFP	June 8, 2023
Deadline for Questions	July 24, 2023 [4:00 PM] local time
Final Response to Questions	July 31, 2023 [4:00 PM] local time
Proposal Due Date	August 14, 2023 [4:00 PM] local time
Interviews of top three candidates & reference checks	September 5-15, 2023
Vendor Selection	September 18, 2023
Contract Start Date	September 25, 2023

The RFP timetable is tentative only, and may be changed by BRWA at any time. Notice will be provided of any changes.

### **A1.1 Submission of Proposals**

#### **A1.1.1 Proposals to be Submitted Electronically**

Proposals must be submitted digitally via email (for large files, a link to files on a google drive will be accepted. The time of the email will be accepted if within the deadline and all files are available for download.)

#### **A1.1.2 Proposals to be Submitted on Time**

Proposals must be submitted on or before the Submission Deadline. Proposals submitted after the Submission Deadline will be rejected.

Respondents are cautioned that the Submission Deadline is based on when the response is RECEIVED by BRWA, and NOT when a response is submitted by the respondent. It is the sole responsibility of the respondent to be mindful of the length of time for the response to be transmitted, and the BRWA shall not be responsible for any delivery issues whether or not caused by the BRWA. As such, respondents are encouraged to seek confirmation from the BRWA that their response has been received.

#### **A1.1.3 Proposals to be Submitted in Prescribed Format**

Proposals are to be prominently marked with the RFP title and number (see RFP cover), and with the full legal name and return address of the proponent. Physical copies or duplications will not be accepted or reviewed.

#### **A1.1.4 Amendment of Proposal**

Respondents may amend their proposals prior to the Submission Deadline by emailing a revised submission as outlined in section A1.1.1.

### **A1.1.5 Withdrawal of Proposals**

At any time throughout the RFP process until the execution of a written agreement for provision of the Deliverables, a respondent may withdraw a submitted proposal. To withdraw a proposal, a notice of withdrawal must be sent electronically to the RFP Contact and must be signed by an authorized representative of the respondent. The BRWA is under no obligation to return withdrawn proposals.

### **A2 Selection of Top-Ranked Respondent**

Respondents will be ranked based on the evaluation methods described in the Appendix C. The top-ranked respondent may be invited to enter into an agreement with BRWA. The selected respondent will be notified by email and will be expected to satisfy any applicable conditions of this RFP, and enter into the Agreement within the timeframe specified in the selection notice. Failure to do so may result in the disqualification of the respondent and the selection of another respondent or the cancellation of the RFP.

#### **A3.1 Respondents to Follow Instructions**

Respondents should structure their Proposals in accordance with the instructions in this RFP.

#### **A3.2 Proposals in English**

All Proposals are to be in English only.

#### **A3.3 Respondents to Bear Their Own Costs**

The respondent will bear all costs associated with or incurred in the preparation and presentation of its quotation, including, if applicable, costs incurred for interviews or demonstrations.

#### **A3.5 Debriefing**

Respondents may request a debriefing after receipt of a notification of the outcome of the procurement process. All requests must be electronically submitted to the RFP Contact and must be made within thirty (30) days of such notification.