

LAC LA BICHE COUNTY EFFICIENCY REVIEW

RFP# ADM-12-2023-01

RESPONSE TO QUESTIONS

Note: Questions have been generalized where possible to make information relevant to all bidders. Not all questions have been answered as the information is deemed to have been made available in resources referred to in the original RFP.

1. Does the County have a preferred timeline for completion of this project?

The County is eager to get started on the report and have it finalized. County's expectation is to have the final report presented to the County by April 15, 2024.

2. Does the County have preference to which business units are addressed first?

This would be dependent on each consultant's approach and methodology.

3. Does the County have an allocated budget for this project?

The County has allocated \$200,000 for this report and scope of work identified in the RFP.

4. Can Lac La Biche County please clarify whether the major business units listed on page 4 of the RFP (16 in total) or the groups listed in the organizational chart (22 in total) are the departments that are included in the requested scope of services? Is it a reasonable assumption that each unit can be represented by a single or set of individuals?

The major business units are identified in the RFP. The organizational chart further breakdown the business units into smaller units for people management.

It is reasonable to assume that each unit (16) can be represented by a single or set of individuals.

5. Page 8 of the RFP describes a requirement to develop a follow up report for each department after 12 to 18 months of the original evaluation report. Can Lac La Biche County please confirm the total number of reports that are required to be developed? Are there specific scope areas that need to be addressed within the follow up report(s)?

Each consultant is expected to provide the findings of the review, action items/plans and other items as identified by the consultant in the report. County is also expecting a public facing document that will communicate to the public the findings of the review and the action items/plans without sensitive information.

A follow up report to track performance can be a delete able item.

6. On page 3 of the RFP we see a requirement for copies of previous studies conducted (i.e., "Upon submitting your proposal, please provide five references of similar work assignments and provide two to three copies of your best example of operational efficiency studies that you have performed within the past five years."). Can you please clarify what is required in terms of copies of previous studies, whether this is a description of the work completed or provision of copies of previous studies completed?

The County expects each consultant to provide references of similar work. Copies of reports completed for these vendors are desirable, however, not mandatory.

7. Can you please confirm the expectations around community and external engagement (i.e., as mentioned in Section 5, Project Methodology – Stakeholder Interviews) , beyond the requirement to have a public-facing version of the deliverable that summarizes the overall outcomes of the study?

The County is expecting a public facing version of the deliverable. There is no other expectation for community or external engagement.