

Question 1:

Is there any flexibility in the project timeline? I.e. Does the project need to be fully completed by May 2026?

Response:

The project must be fully completed by May 2026. At this time, there is no flexibility in the overall completion deadline, as the timeline aligns with scheduled Board and Council reporting requirements.

Key milestones include:

- Completion of one-on-one engagement sessions with all Board and Council members in advance of the Board workshop
- Facilitation of the Board workshop prior to the scheduled check-in meeting on April 13, 2026
- Preparation of presentation materials for the Council check-in meeting scheduled for April 21, 2026
- Alignment with regular Board meetings, which occur on the second Monday of each month (special meetings may be scheduled if required)

Proponents should structure their work plans to ensure these milestones and reporting requirements can be met within the established timeframe.

Question 2:

We noted the 10-page requirement for the proposal. It is possible to include an Appendix of past work examples and key staff resumes?

Response:

The 10-page limit applies to the main body of the proposal submission, including methodology, work plan, project approach, and pricing (if applicable within the proposal format).

Proponents may include an Appendix for supplementary materials such as:

- Relevant past project examples
- Key staff resumes
- Organizational charts

Appendices should be limited to supporting information only and should not contain additional narrative that would otherwise form part of the evaluated proposal content. The evaluation committee will focus primarily on the material contained within the 10-page proposal when scoring submissions.

Proponents are encouraged to be concise and selective in the materials included in the Appendix to ensure clarity and fairness in the evaluation process.