



Request for Proposal  
RFP-07-21  
Visual Identity System (Branding)  
**Addendum #1**  
Dated November 22<sup>nd</sup>, 2021

**Question**

1. "Section 6 says "Bidders are advised that only complete submissions will be reviewed and evaluated. Each bidder is asked to submit three (1) original and (2) copies of their complete proposal, as well as one (1) electronic copy on a USB stick" – Due to covid restrictions, we've been submitting all RFPs online over the past year. Is it possible to adjust the RFP requirements so we can submit this RFP via email, providing it's under a 2MB size limit?"

**Response**

To maintain the integrity of the bidding process, the Township will not be accepting emailed or electronic submissions.

**Question**

2. "Section 6 also mentions the proposal will be evaluated based on the "Lowest Acceptable Price"- Is there a budget allocated for this project, or price range you can share?"

**Response**

The Township has allocated \$30,000 from the Modernization Efficiency Funding (2019) grant to be used towards new branding for the Township.

**Question**

3. "Part C, Specifications "Public Engagement Session" - Are there any mandatory requirements? Has the Township conducted public engagement in the past year and if so, does the Township currently have any public stakeholder contact lists?"

## **Response**

The session must be open to any stakeholder who wishes to participate. Proponents must comply with all Federal, Provincial, and Local Public Health orders for COVID19.

The Township conducted an electronic public engagement session in July 2021 for the development of its Strategic Economic Development Plan.

The Township does not have a public stakeholder contact list.

## **Question**

4. "Part C, Specifications "Stakeholder Engagement Plan" – can you please list who are possible stakeholders may be for this project. Are there any mandatory requirements, and does the Township currently have a stakeholder engagement contact list?"

## **Response**

Stakeholders would include but are not limited to: Municipal Staff, Township Council, Permanent Residents, Seasonal Residents, Local Businesses, Local Non-profits and Charities, Local First Nations Groups, Local and Regional Economic Development Agencies, Cottage Associations

The Township will provide stakeholder contact information to the successful proponent on contract award.

## **Question**

5. "Bid Form – Approach and Methodology "The Proponent shall specify any assumptions... ..pertaining to the Townships requirements, technical environment, staff competencies, and resource availability." – Does the Township currently have designers, developers, or communications staff? If so, how do you see them being involved in this project? Who will be our main point of contact and help facilitate or curate information?"

## **Response**

The Township does not have dedicated designers, developers or communications staff.

The Township's Economic Development Officer will be the lead for the project.

**Question**

6. Bid Form – Schedule of Items & Price “HST” – We are based in Alberta, so we do not need to charge HST; only GST. Without altering the Bid Form, how would you like us to show that delineation?

**Response**

Addendum #1 will repeal and replace the existing bid form included in RFP-07-21. All bidders must use the revised bid form attached to this addendum marked “Revised Bid Form (Addendum 1).”

**Visual Identity System (Branding) Township of North Kawartha  
Part “D” Bid Form**

**Revised Bid Form (Addendum 1)  
Schedule of Items & Prices**

(All unit prices are Not to include applicable tax)

The undersigned agrees to supply and deliver the goods and services as specified and required in accordance with Parts “A”, “B”, “C”, and “D” of the Proposal for the following prices:

The municipality reserves the right to cancel any or all items.

Description:	Estimated Cost:
Visual Identity System	\$
Circle one [ <b>GST</b> or <b>HST</b> ]	\$
Applicable Tax Rate (Percentage)	%
Total Tax	\$
Total Cost	\$