



Request for Proposals #2023-32-A Legal Services

Addendum No. 3

Issued on: **19/04/2024**

NOTICE TO ALL POTENTIAL RESPONDENTS

The Request for Proposals 2023-32-A: Legal Services (the "RFP") is modified as set forth in this Addendum.

The original RFP documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the RFP.

This Addendum addresses all questions received for RFP 2023-32-A: Legal Services as extension for submission was provided in Addendum No. 2. Respondent shall take this Addendum into consideration when preparing and submitting its Proposal. Please note that proponents who may have already submitted a proposal may re-submit without issue or penalty prior to the due date of proposals.

ITEM 1:

CORRECTION TO RFQ SOLICITATION DOCUMENT: DNSSAB is providing the following information for clarification purposes regarding Section 1.7 No Incorporation by Reference through addition noted in **bold**.

1.7. No Incorporation by Reference

1.7.1. The entire content of the Respondent's Proposal must be submitted in a fixed form and in the order and manner requested.

1.7.2. The content of websites or references to external documents and links, **which are unsolicited or do not tie directly to a specific question or a specific request from the Proposal**, will not be considered part of a Proposal.

ITEM 2:

Various questions in Appendix D ask proponents to provide "relevant documentation supporting your response?" Can you please provide examples of documentation that would be relevant and of interest in this process?

RESPONSE

Examples could include but are not limited to current policies / procedures, strategy, protocols, forms, brochures / marketing materials, directives, guarantees, and any other documents proponents feel are relevant and related to the question at hand.

ITEM 3:

Question 4 in Appendix D states "provide citations to cases or secondary materials demonstrating your experience and expertise in your selected areas of expertise." The RFP states at 1.7.2, "The content of websites or references to external documents and links will not be considered part of a Proposal." Does this mean that any cases or secondary materials provided with citations and links in Question 4 also need to be provided as attachments?

RESPONSE

Organizations may submit attachments as they feel are reasonably required to support responses to the various questions in Appendix D. Please also refer to ITEM 1.

ITEM 4:

Question 5 in Appendix D states, "Please outline your Firm's risk management architecture, strategy and protocols; include any relevant documentation supporting your response." Can you clarify what is meant by "risk management architecture, strategy and protocols"? Is this in respect of a particular subject or area, such as IT?

RESPONSE

DNSSAB is looking for proponents to submit a response as to how your firm integrates risk management into your services.

ITEM 5:

Question 9 in Appendix D states, "At a high level, please describe how your Firm will allow DNSSAB or NDHC to meet its current and future needs; ensure to include any relevant documentation that will support your response." Can you clarify what current and future needs we should address?

RESPONSE

The current and future needs the proponents are to address are related to District Social Service Administration Boards.

ITEM 6:

Question 10 in Appendix d states, "With specific details, please confirm each of the associated legal services your Firms provides in your selected area of expertise; ensure to include any relevant documentation that will support your response." Can you clarify the difference between this question and question 2, which states, "Please provide details of your Firm's overall and known areas of expertise; include any relevant documentation supporting your response"?

RESPONSE

Question 2 is looking for identification of your organization's overall areas of specialization. Question 10 is seeking specific details on the various services your firm provides within those identified / known areas of specialization.

ITEM 7:

Would it be possible to obtain Word files for Stages I-III submissions?

RESPONSE

All submission forms for RFP 2023-32-A can be found on the DNSSAB website:

<https://www.dnssab.ca/about-us/procurement/procurement-details/?procurementDocumentId=4791>

End of Addendum No.3