



RFP #2021-4 - Town of Sidney Economic Development Strategy Development

Q&A Document

The following questions were asked by various parties prior to the Q&A closing period of October 15, 2021. Please find answers below each inquiry.

Q1: Is there an allotted budget for the project?

A1: The Town of Sidney has an internal budget that they are aspiring for; however, the intent of not including a budget within the RFP documents was to encourage proponents to propose approaches to Sidney's economic development needs that are effective and demonstrate good value. For those proposals that exceed budget expectations, they will lose some points in that area of the scoring (see page 5 of the RFP for criteria), however, if the approaches are deemed by the review committee (according to the criteria) as being of high-value to the process and to the residents of Sidney, they may score high in the other elements of the criteria (70 available points out of 100 as described on page 5). In the case of a winning bid that exceeds budget expectations, the Town Administration will discuss if/how to align the activities (ie., spread over multiple fiscal years) or scale back activities (ie., reduce consultant hours in certain areas where the Town may be able to compensate in order to make the bid more financially viable) in order to make the finances work. If an agreement is not met, then the Review Committee may wish to go back to the applicant pool.

Q2: Is the consultation expected to be done virtually or in-person?

A2: The Town doesn't have a prescribed approach to conducting consultations; however, there would be value in the proponents having the ability to deepen their local market knowledge. This knowledge might be best gained by spending time in the community and/or with key stakeholders in the places where the economy takes place on the ground. That stated, any in-person activities are contingent on and must comply with the most current COVID-19 Public Health Orders and Advisories from the Government of British Columbia's Public Health Office.

Q3: What is the timeline for the project (i.e expected start and end dates)?

A3: It's expected that the project will start upon signature of an agreed upon Statement of Work. This could happen as early as mid- November 2021. From there it is expected that a draft Economic Development strategy be delivered and presented to Mayor and Council by

May/June 2022 with final revisions submitted shortly thereafter. This is stated on page 7 of the RFP:

"The final Economic Development Strategy for presentation and consideration by Council (May/June 2022; with expected starting date in November 2021 upon signing of the Statement of Work)."

Q4: Has any consideration been made at this point to involve / consult with local community groups such as the Sidney Community Association in the establishment of the Economic Development Strategy?

A4: A final consultation list will be developed with the consultant and senior staff at the municipality. We expect the attempts to consult to be as broad as possible within the scope and budget limitations of the project; however, the greatest focus will be on local organizations already involved in the economic development landscape; broader community engagement may follow once the draft EDS is delivered.

Q5: Can you indicate the scale of opportunities Sidney is considering?

A5: The Town of Sidney is a vibrant municipality within a vibrant & growing metropolitan region. As a compact and fairly built out community, the municipality and key stakeholders are looking for strategies to make their businesses across multiple sectors more resilient, while changing/adding to the mix of businesses that are better aligned with the region's most likely future. While the process allows for ambitious goals and aspirations to emerge, the strategy (as called for in the RFP) demands that recommendations on resourcing and actualizing the strategy be considered alongside those (see "Scope of Work and Deliverables", "Stage 3" on page 6 of the RFP).

Q6: None of the hyperlinks work in the document. We can find the all of the listed documents on page 5. However, we were hoping you could provide a link to the document reference in the following sentence: "An environmental scan of Sidney's business sectors in the context of the Town's three primary business areas (found here) to assess the market trends influencing the future economic base of the town".

A6: Apologies, all the links were activated and tested when the RFP was uploaded. However, all of these documents are publicly accessible and should easily be found through search engine queries. In the event that one cannot be found, please contact us at office@southislandprosperity.ca and a direct link will be provided asap.

For the above reference to Sidney's business sectors within three primary business areas, these are described here: http://www.sidney.ca/Business/Business_Areas.htm)

Q7: Indicative budget (to nearest \$10k) if possible.

A7: Please see Q1/A1

Q8: Timeline of preferred start date and completion.

A8: Please see Q3/A3

Q9: Any Canadian-nationality/residency restriction for provider/consultant (if applicable).

A9: As a municipal government in Canada, the Town of Sidney operates according to procurement practices that honour Canada's trade agreements. Therefore, the proponents are not required to be Canadian-based. However, in accordance to the criteria on page 5 of the RFP, the Review Committee will be looking for local market knowledge and confidence in the proponent's ability to conduct the necessary consultations/presentations in ways that move the project forward positively and efficiently. If proponents are able to address that effectively in their approach, then they are encouraged to submit.