

November 14, 2016

Addendum 1 – Questions and answers from the pre-submittal meeting

Question 1) What is the deadline for questions?

The deadline for questions is 4:00 PM, Wednesday, November 23, 2016.

Question 2) How many copies of the SOQ should be submitted?

As described on Page 7 of the RFQ, respondents should submit 12 hard-copies of the SOQ. Alternatively, respondents may submit a digital copy of their SOQ per the instructions on Page 7 of the RFQ. Please note that respondents may choose to submit 12 hard-copies or submit a single digital copy of the SOQ. Respondents are not required to submit both hard-copies and digital copies of the SOQ.

Question 3) Will only one firm/team be selected?

The OIAA will select a single respondent to provide the requested professional services. The respondent may be a single firm or a team of firms that meet or exceed the minimum qualifications described in the RFQ.

Question 4) What is the page limit for the SOQ?

Respondents should limit their SOQ to 30 printed pages. The purpose of the page limit is to encourage respondents to be succinct in preparing SOQs. It is the respondent's responsibility to address the OIAA's desire for clear, concise, and succinct SOQs.

Question 5) Is there a file size limit (for digital submittals of the SOQ)?

OIAA has not set a digital file size limit for SOQs and is not aware that the submittal website has any limitations. However, unwieldy and excessively large files commonly cause problems. Respondents should use their best judgement and submit a manageable file. A good rule of thumb would be approximately 25 megabytes.

Question 6) Will the sign-in sheets and presentation [from the pre-submittal meeting] be provided?

The sign-in sheets and presentation have been posted at <http://ontariooiaa.com/rfprfq/>