



ADDENDUM

Project Name:	Design and Digital Services
Addendum Number:	1
Project ID:	2026-RFSO-002
Date:	March 3, 2026

The following change(s) in the Tender Documents are effective immediately.

This Addendum forms part of the Contract Documents. The changes outlined in this addendum shall take precedence over the original contract documents.

Question 1:

Are proponents required to submit proposals for all ten (10) service categories listed in the RFSO, or may they submit for only those service categories that align with their qualifications and services?

Response:

Proponents are not required to submit for all ten (10) service categories.

As outlined in Sections 1.3.1 and 3.1.2 of the RFSO, vendors may qualify in one or more categories and may submit pricing only for the categories and roles applicable to their services.

Submissions will be evaluated based on the specific categories proposed.

Question 2:

For design and layout assignments (including documents, branding, and web), will the City provide finalized copy in all required languages, or are proponents expected to provide translation services?

Response:

The City will provide finalized copy in the required languages unless otherwise specified in the Call-Up or Work Order.

Proponents are not expected to provide translation services under this Standing Offer unless explicitly identified as part of the requested scope of work.

Question 3:

What level of accessibility compliance is required for digital deliverables under this Standing Offer (WCAG Level A, AA, or AAA)?

Response:

For public-facing digital deliverables produced under this Standing Offer, the minimum accessibility requirement is WCAG 2.1 Level AA, or later, as outlined in Section 1.3.4 of the RFSO.

Proponents are encouraged to implement additional accessibility best practices where feasible.

Question 4:

If a proponent does not require WSIB/WSCC coverage for the services they provide (e.g., design services), are they required to submit an exemption letter in lieu of a clearance certificate?

Response:

Yes. As outlined in Section 3.1.2 and Section 5.8 of the RFSO, proponents must include either a valid WSCC/WSIB Certificate of Clearance **or** a formal letter confirming exemption from coverage for the jurisdiction in which they operate.

Failure to provide either document may result in disqualification of the submission.

Question 5:

Does the evaluation process for this Standing Offer include any additional consideration or scoring preference for local or Inuit-owned firms?

Response:

Evaluation criteria are set out in Section 4.3 of the RFSO and are limited to compliance with Mandatory Submission Requirements and a review of Qualifications and Experience and pricing

This RFSO establishes a pre-qualified Standing Offer List only. Inclusion does not constitute a contract award or guarantee work. For individual call-ups, the City may request proposals from one or more pre-qualified vendors and will select the proponent providing best overall value for the assignment.

Question 6:

What is the anticipated annual budget for this Standing Offer, and can the City provide an estimated budget allocation by service category?

Response:

There is no guaranteed annual budget associated with this Standing Offer.

This RFSO establishes a pre-qualified roster of vendors for services to be provided on an as-required basis. Inclusion on the Standing Offer List does not guarantee a minimum volume of work, and the City does not commit to a specific annual spend or category-specific allocation.

Budgets will be defined at the time of each individual Call-Up or Work Order, based on available departmental funding and project-specific requirements.

Question 7:

How many firms does the City anticipate including on the Standing Offer List for each service category?

Response:

The City may pre-qualify one or more proponents per service category, as outlined in Section 4.3 of the RFSO.

The number of firms included in each category will depend on the quality and compliance of submissions received. The City does not commit to a fixed number of awards per category.

Question 8:

If a proponent does not have in-house Inuktitut expertise but partners with a qualified specialist, are they eligible to submit for the applicable service categories?

Response:

Yes.

Proponents may form partnerships or identify subcontractors to deliver required expertise, provided all parties and their roles are clearly identified in the submission, as outlined in Section 1.3.2 of the RFSO.