



## ADDENDUM

<b>Project Name:</b>	Design and Digital Services
<b>Addendum Number:</b>	2
<b>Project ID:</b>	2026-RFSO-002
<b>Date:</b>	March 4, 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.

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### **Question 1:**

Would the City consider extending the March 9, 2026 at 3:00 PM EST submission deadline?

### **Response:**

The City will not be extending the submission deadline. Submissions remain due on March 9, 2026 at 3:00 PM EST, as stated in the RFSO.

### **Question 2:**

Can the City provide additional detail regarding evaluation methodology, including any scoring rubric or weighting between qualifications, portfolio, references, and pricing reasonableness?

### **Response:**

Evaluation criteria are set out in Section 4.3 of the RFSO and include compliance with Mandatory Submission Requirements and a review of Qualifications and Experience (including portfolio, references, proposed resources) and pricing.

Appendix A includes role-based weightings within each service category for the purpose of calculating a weighted rate for pricing comparison ( $a \times b / 100$ ). These weightings apply to pricing evaluation only.

No additional scoring rubric or weighting between technical and pricing components will be provided.

### **Question 3:**

For consortium or partnership submissions, is one signed Appendix C from the prime proponent sufficient, or are signatures required from each participating entity?

### **Response:**

One signed Appendix C from the prime proponent is sufficient, provided the prime has authority to bind the submission and all participating entities are clearly identified in the proposal.

**Question 4:**

For specialist subcontractors, is it sufficient to identify them in the organizational chart and resource roster (e.g., “Subcontractor – Company X”), or is additional disclosure required at submission? Must key subcontractors be named at this stage?

**Response:**

Subcontractors should be clearly identified in the submission, including their corporate affiliation and role. No additional approval is required at submission stage.

The City reserves the right to request clarification or confirmation regarding proposed subcontractors during evaluation or prior to call-up.

**Question 5:**

For Appendix A, should proponents provide hourly rates only for roles they expect to use, or for every role listed within a category?

**Response:**

As outlined in Section 3.1.2 and Appendix A, proponents may submit only the categories and roles applicable to their services.

This matter was addressed in a previous addendum. Proponents are not required to complete every listed role within a category if it does not apply to their services.

**Question 6:**

For trilingual captioning and voiceover integration (Inuktitut, English, French), will the City provide translation and voice assets, or should vendors include these services in their submission?

**Response:**

As noted in a previous addendum response, the City will provide finalized translated content unless otherwise specified in the Call-Up or Work Order.

Voiceover recording, voice talent, or related production services should only be included where explicitly identified in the scope of a specific assignment.

**Question 7:**

Under the Web and UX/UI category, are deliverables expected to be design-only, or may call-ups include front-end implementation?

**Response:**

Call-ups under the Web and UX/UI category may include design-only deliverables or front-end implementation, depending on the scope defined in the individual Call-Up or Work Order.

Proponents should demonstrate capability consistent with the roles and services proposed within that category.