

**November 6, 2018**

1. Can you please confirm the date by which training is to be delivered – March 2020 or March 2019? Different dates are listed in the RFP.

<OBIAA – Sorry, that is a typo. The training programs should launch by Monday, January 28, 2019 and run through until Friday, March 29, 2020 or approximately 57 weeks.>

2. Workshop topics (starting bottom of pg. 1) ...Are we supposed to pick from those courses to create 4-6? Or do we need all topics from page 1-2? Or could we propose alternatives that encompass some of these topics?

<OBIAA – Ideally, we're looking for a range of four (4) to six (6) different training sessions, with each session lasting about three (3) hours. The topics listed are just suggested training topics and you may propose that it makes better sense to combine topics within a session. We also expect to get feedback from our Digital Service Squads in the field as to which topics local businesses have the most questions.>

3. How much online vs live... top of pg. 2 says both online and live, but the scope of work just lists live?... are online trainings in addition to offline? Are there any parameters on how frequently these should happen?

<OBIAA – That is one point we should have clarified in the RFP. The scope includes the execution and delivery of 60 in-person training sessions AND webinars (total) i.e., a combination of both. We think the emphasis should be on in-person training sessions, but again, it will largely depend on demand. Frequency will depend on demand, location and cost efficiencies.>

4. Who decides venue – will we just show up or will we have to coordinate where these are being held once OBIAA confirms the locations? Who will cover the venue & related event costs?

<OBIAA – OBIAA will be responsible for arranging and cost of the venues. Ideally, the vendor will supply any necessary equipment, but we can appreciate that some sessions may be quite large. If there is a limitation to the equipment you can provide and require OBIAA to supply the rest over and above a certain limit, please include that in your proposal. As per the RFP, the vendor is responsible for the production of all training material/collateral and their associated costs.>

5. Scope of work says to indicate cost of travel... under Price Schedule, that is not listed there?

<OBIAA – WRT travel costs, at this point we don't know where the training sessions will be held – it will largely depend on demand. Some cities may host several different sessions while other may only need one. With the exception of cities in the northern part of the province, most should be within a couple hours of driving or less.>

6. In Price Schedule on page 4, what are you meaning with the Contingency line? Is this to be tied to some performance requirement? If so, the project success measurement is not indicated in the RFP? Please advise.

<OBIAA – As with all projects, there are times when unexpected costs may occur once it is underway. This line item may or may not be used by the vendor – it's more for the vendor's protection – and is not tied to a performance metric.>

7. What are the OBIAA reporting requirements – See page 2 (point 4 under Process)? I assume it is some kind of data on attendees, etc., but wanted to get some idea/clarification.

<OBIAA – Yes, as per the conditions of the Initiative, OBIAA is required to report to the Province, specifically, the Ministry of Agriculture, Food and Rural Affairs (OMAFRA), the details and a summary of the training sessions conducted. The specifics of what needs to be tracked will be finalized with the vendor prior to launch.>

8. Can you give us any idea of the locations? Hard to assess travel costs – i.e. If you want us to deliver in Sault Ste Marie or Cornwall, there is a higher cost associated?

<OBIAA – WRT travel costs, at this point we don't know where the training sessions will be held – it will largely depend on demand. Some cities may host several different sessions while other may only need one. With the exception of cities in the northern part of the province, most should be within a couple hours of driving or less.>

9. The RFP references an Appendix... "review of the proposed curriculum in the Appendix with comments and suggested changes to be implemented". Are you referring to proposed curriculum that we would plan to do? Or the curriculum list on page 1-2 in the RFP with our proposed revisions? (I am unclear on the part that reads "with comments and suggested changes to be implemented")

<OBIAA – Yes, the Appendix refers to the proposed curriculum that you (the vendor) would plan on developing, which may or may not be based on the list of suggested topics.>

**November 2, 2018**

Is the plan here to create 9 workshops and use different combination of topics across the province?

<OBIAA – the plan is to have 4-6 in-person workshops of varying topics, along with a set of webinars which may or may not mirror the in-person sessions.>

How long will the 60 in-person training sessions be? It mentions 3 hours in the price schedule.

<OBIAA – the in-person training sessions are scheduled to be 3 hours, unless you want to include in your proposal why they should be longer or shorter.>

To calculate the cost of travel and accommodation we need to know what cities the workshops will be hosted.

<OBIAA – at this point, we don't know which cities – it will largely depend on demand. Some cities may host several different sessions while other may only need one. With the exception of cities in the northern part of the province, most should be within a couple hours of driving or less.>

How many webinars will be hosted?

<OBIAA – that is one point we should have clarified in the RFP. The scope includes the execution and delivery of 60 in-person training sessions AND webinars (total) i.e., a combination of both. We think the emphasis should be on in-person training sessions, but again, it will largely depend on demand.>

Who will be responsible for arranging the venues?

<OBIAA – OBIAA will be responsible for arranging the venues.>

Would you like us to supply all the equipment required?

<OBIAA – ideally, yes, but we can appreciate that some sessions may be quite large. If there is a limitation to the equipment you can provide and require OBIAA to supply the rest over and above a certain limit, please include that in your proposal.>

Are you looking for a one company to do all the workshops?

<OBIAA – yes.>

So, to clarify our quote request

<OBIAA - yes, we are looking for a comprehensive break down as listed on page 2, with a summary of the costs as shown on page 4.>

WRT travel

<OBIAA – we believe that will it largely be determined by demand, provided a municipality has a sufficient number of requests to justify travel to the region. Also, a particular region may want to cherry pick the sessions according to their needs.>

Finally, to clarify

<OBIAA – while we'd like the 60 sessions to focus largely on in-person, interactive training sessions, the 60 sessions can be a mix of in-person and online. Each online session is only counted as one (individual) session, regardless of how many people may be participating.>

**November 2, 2018**

Are you looking for a comprehensive quote that will break down everything requested on page 2, or only the items on page 4?

<OBIAA – Yes, we are looking for a comprehensive break down as listed on page 2, with a summary of the costs as shown on page 4.>

We will want to be strategic in the timing of the workshop delivery, to both maximize the potential for attendees to learn, while still balancing the travel. For example, while it would certainly make sense travel-wise to send an instructor from Toronto to a remote part of the province to teach for 6 days straight, it might not be possible for workshop attendees to commit to back-to-back training sessions.

<OBIAA - WRT travel, we believe that will it largely be determined by demand, provided a municipality has a sufficient number of requests to justify travel to the region. Also, a particular region may want to cherry pick the sessions according to their needs.>

Thoughts about the best way to deliver this kind of training to achieve maximum success for the workshop attendees.

<OBIAA – While we'd like the 60 sessions to focus largely on in-person, interactive training sessions, the 60 sessions can be a mix of in-person and online. Each online session is only counted as one (individual) session, regardless of how many people may be participating.>