Request for Proposals (RFP)

Independent Review of the SDRCC's Mandate, Service Delivery and Sustainability

Questions and Answers — Second Set

1. Does the detailed project description modify the scope, deliverables or schedule set out in the RFP?

The detailed project description provides background, observations and examples to help bidders understand the review. It does not add mandatory deliverables or modify the scope or schedule established in the RFP.

Bidders should base their proposals on the RFP and the written clarifications issued by SDRCC. Where the detailed project description differs from those documents, the RFP and written clarifications govern. Specific examples and opportunities mentioned in the detailed description are potential subjects for consideration; they do not each require a separate detailed study. Priorities and the depth of analysis will be confirmed within the agreed scope and budget.

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2. What criminal background checks will SDRCC accept for personnel based outside Canada, who will arrange and pay for them, and how will the checks be coordinated with the targeted kickoff?

SDRCC will coordinate and bear the cost of the required criminal background checks for the selected consultant and all project team members, including subcontractors. Bidders do not need to arrange checks before selection or include screening fees in their proposals.

For personnel based outside Canada, SDRCC will confirm the appropriate checks and acceptable documentation for the relevant jurisdictions through its designated screening provider. No particular Canadian or foreign check is prescribed for bidders to obtain independently.

Screening arrangements will be initiated as part of the contracting process. The selected consultant and team members must promptly provide the information and consent required. Processing times will depend on the jurisdictions and checks involved; no fixed turnaround time is guaranteed. The targeted kickoff remains subject to a signed agreement and satisfactory completion of the required checks before work begins.

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3. Who is responsible for the legal and financial analysis, and what support should bidders assume SDRCC will provide?

Bidders should include the expertise required to complete the legal and financial analysis described in the RFP, identify the individuals responsible and explain how that expertise will be incorporated into the review.

SDRCC will provide available documents, operational and financial information, and staff input. Bidders should not assume that SDRCC's own legal counsel or financial advisers will perform defined portions of the consultant's required analysis, including assessment of the statutory framework or development of scenario cost estimates. Any additional support expected from SDRCC should be identified expressly in the proposal.

As clarified in the first Q&A, the financial component concerns funding, operating costs, service-model sustainability, staffing implications and scenario analysis, rather than an audit or accounting assurance engagement. A three- to five-year forecast is expected. Estimates should identify their supporting evidence, assumptions and any further validation required.

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4. Are professional liability or commercial general liability insurance required for this engagement, and would a policy issued outside Canada be accepted?

No specific professional liability or commercial general liability insurance limits are prescribed for this engagement. The selected consultant remains responsible for complying with any insurance requirements applicable to its professional activities.

The RFP does not require a policy issued by a Canadian insurer. Where insurance obligations apply, the consultant is responsible for ensuring that its coverage is appropriate for the services and jurisdictions involved.

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5. Will shortlisted bidders be interviewed, and when would interviews take place?

As stated in the RFP, SDRCC may interview shortlisted bidders. Interviews are discretionary, and no interview dates have been confirmed. If interviews are required, shortlisted bidders will be contacted directly to arrange availability.

The target remains selection and execution of an agreement by November 19, 2026.

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6. Is there an indicative budget range or maximum allocation for the consultant's engagement?

As indicated in Question 2 of the first Q&A, SDRCC has approximately CAD $100,000 available for this project, including consultant travel expenses. This amount is before applicable taxes.

Given the importance of the project and depending on the proposals received, SDRCC may be able to allocate additional resources if justified and if its annual budget permits. Bidders should not assume that additional funding will be available.

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7. How should a bidder based outside Canada present applicable Canadian taxes in its financial proposal?

All fees and expenses must be quoted in Canadian dollars, with applicable sales taxes identified separately.

Each bidder is responsible for determining its tax registration and collection obligations in light of its circumstances and the proposed delivery arrangements. Being based in the United States, or not currently holding a Canadian tax registration, does not by itself establish that no Canadian taxes apply.

If a bidder determines that it is not required to charge Canadian sales taxes, it should state this expressly and identify the assumptions supporting that treatment, including where the services will be performed. The proposal should show the fee and expense subtotal, any taxes to be charged and the total proposed cost. Relevant registration information and any changes affecting the tax treatment will be confirmed before the agreement is signed.

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8. Should bidders propose a milestone payment schedule?

Bidders may propose a payment schedule linked to the satisfactory completion and acceptance of the principal deliverables. No mandatory payment percentages are prescribed in the RFP.

The final milestones, amounts, acceptance process and payment terms will be agreed with the selected consultant and incorporated into the contract. The proposed schedule should be consistent with the work plan and the March 31, 2027 funding deadline. A payment solely upon contract signature should not be assumed.

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9. What data access, residency and security requirements apply to a consultant team working from outside Canada?

The available data and the formats in which they are maintained are described in Question 5 of the first Q&A. The initial data inventory, priorities for access and delivery arrangements will be reviewed at kickoff, subject to availability and applicable confidentiality safeguards.

The consultant's approach must be consistent with SDRCC's Protection of Privacy Policy. In particular, the policy specifies that servers used by SDRCC are physically located in Canada and that SDRCC does not transfer personal information through cloud technologies.

Bidders should identify the countries from which team members would access information, proposed storage and processing locations, and any third-party tools or service providers that would handle personal or confidential information. Bidders should not assume authorization to copy personal information to foreign systems or upload it to their own cloud services.

Any access from outside Canada will require prior review and approval by SDRCC. Approved access arrangements, safeguards, retention periods and return or destruction requirements will be established in the contract before access is granted.

10. What language support and participant recruitment assistance will SDRCC provide for consultations?

Please refer to Questions 6 and 7 of the first Q&A.

Consultations must accommodate participation in both English and French. Bidders must explain how their proposed approach will support bilingual participation and identify any assistance required from SDRCC. No general requirement for simultaneous interpretation is prescribed. SDRCC can assist with translation or translation review, but will not provide interpretation or consultation scheduling.

For recruitment, SDRCC will help identify contacts and may provide contact information in accordance with applicable policies. The consultant will be responsible for sending invitations and scheduling consultations. Recruitment must preserve the independent participation of individual users and athletes, as required by the RFP.