

Project Name: Inclusive Place to Work Certification – Call for Proposals (CFP)

Addendum #: 4

Pages: 2

Documents: N/A

Amendment Date: April 26, 2024

The following will now form part of the documents for the Call for Proposal and amend the applicable information contained in the original tendering document.

Question 1: The CFP notes that Open Door Group's major strategic goal is to build upon previous employer-related initiatives by developing and implementing the Certification Program. What gap or need does the program fulfill that is not currently addressed by ODG's range of existing employer-related initiatives that include self-assessment, training, and other employer-focused supports?

Response: The program intends to have employers undergo certification to demonstrate success in inclusive and accessible hiring. This program will help identify employers committed to inclusion and accessibility in the workplace. The gap or need it fills is a formal benchmarking audit. The Disability Inclusive Employer Self-Assessment tools assist employers in measuring their readiness and willingness to act as an accessible employer, whereas the Program audits and confirms that the employer is an accessible and inclusive place to work.

Question 2: Addendum #2 suggests a much-expanded scope of work than what was indicated in the initial Call for Proposals. Are there must have and more optional project requirements for the timeframe?

Response: Addendum #2 provides examples and a more detailed description of the scope of work; it is not an increase to the scope. The details provided are not mandatory, Proponents should determine their recommended requirements for the project's success.

Question 3: One of the suggested tasks included in Addendum #2 is to “Select and implement technology platforms. Establish infrastructure for program administration.” Will the proponent be required to include in their proposal budget any potential third-party costs for this program component? Under what circumstances would a competitive bidding process be required for platform selection?

Response: The Proponent should provide one fixed, all-inclusive price for all services proposed as outlined in section 7.5 Price. This is inclusive of third-party technology costs. If the Proponent has not identified the specific technology platform in their response, proponents may outline a method for selecting the platform. However, the requirements, and approximate cost of any technology required to deliver the services should be accounted for within the response.

Question 4: Can you please comment further on what Open Door Group expects to achieve with regards to sustainability for the program? For example, would the proponent be expected to continue administering the program on behalf of ODG after this initial design and development phase? Are there expectations for the program to ensure that employers maintain their certification and be held accountable to continuous improvement?

Response: The Proponent is expected to design, launch, and administer the program through to March 31, 2026, and may include in their response recommendations to achieve longer term sustainability. Proponents may detail protocols for employers maintaining certification and continuous improvement as part of their solution overview.

Question 5: Are the Confirmation of Proponent's Intent to be Bound and the short (one or two pages) summary demonstrating the Proponent's Understanding of the Assignment part of the 20 pages body of the proposal, or are they considered as addendum?

Response: The Proponent's Intent to be Bound is not part of the 20 pages of the proposal. The short summary demonstrating the Proponent's Understanding of the Assignment is part of the 20-page proposal.

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