



NEW BRUNSWICK  
ENERGY & UTILITIES BOARD

COMMISSION DE L'ÉNERGIE ET DES SERVICES PUBLICS  
NOUVEAU-BRUNSWICK

## ADDENDUM

PROJECT TITLE: <b>Request for Quotation– Strategic Planning Consultant/Facilitator</b>	ADD. NO.: 1
PAGE 1 of 3 (Including Confirmation Sheet)	DATE: April 27, 2023

Make the following modifications to the above project. Include in the amount of the RFQ any additions to or deductions from the cost of the work by reason of these instructions.

### Sign and submit this Addendum with your RFQ.

Please see below questions and answers.

Q.1 The outline of elements / considerations anticipated to be part of the project does not include any consultations with external stakeholders. Is there a particular reason for that exclusion? Would the Board consider a proposal that included external consultations?

*A.1 Yes, the Board would consider a proposal that included external consultations.*

Q.2 Similarly, there is no mention in the RFQ of an external scan of other regulators as the basis for identifying effective strategies used by others? Is there a particular reason for that exclusion? Would the Board consider a proposal that included a scan of other similar regulatory organizations?

*A.2 Yes, the Board would consider a proposal that included a scan of other similar regulatory organizations.*

Q.3 The first element described in the RFQ involves facilitation of strategic planning session with NBEUB members and staff. Is this expected to include all staff and members? Are we correct in assuming this will be an in-person session? Would at least some members and staff be available for consultations prior to the facilitated session?

*A.3 Yes, it is expected that all staff and members will attend the strategic planning session. Yes, this would be an in-person session. Yes, staff would be available for consultations prior to the session.*

Q.4 The RFQ states the consultant will be required to “ensure the organization structure aligns with the mission, vision and values” that have been developed through the strategic planning process. To what extent does the Board anticipate the selected consultant will be engaged with staff and members following the planning session to develop and implement changes to the organization structure that may be identified as necessary.

*A.4 We do not currently anticipate that the selected consultant will be engaged with staff and members following the planning session beyond submitting the report to the Board.*

### **SIGN AND RETURN THIS ADDENDUM WITH YOUR PROPOSAL**

BY: \_\_\_\_\_  
Kathleen Mitchell  
Chief Clerk

\_\_\_\_\_  
Proponent's Signature



NEW BRUNSWICK  
ENERGY & UTILITIES BOARD

COMMISSION DE L'ÉNERGIE ET DES SERVICES PUBLICS  
NOUVEAU-BRUNSWICK

### ADDENDUM

PROJECT TITLE: <b>Request for Quotation– Strategic Planning Consultant/Facilitator</b>	ADD. NO.: 1
PAGE 2 of 3 (Including Confirmation Sheet)	DATE: April 27, 2023
<p>Q.5 The RFQ also states the consultant will “identify the metrics the NBEUB will use to evaluate whether it is in line with its mission, vision and values”. What is the scope of work the Board anticipates will be undertaken by the consultant in identifying and defining and implementing a set of metrics?</p> <p><i>A.5 The Board anticipates that the scope of work of the selected consultant would be to facilitate the planning session and to take notes throughout. We anticipate that staff and members would be charged with identifying and defining a set of metrics during the planning session.</i></p> <p>Q.6 What is the Board’s expected timeline for commencement and final completion of this planning process, including revised organizational alignment?</p> <p><i>A.6 The Board expects to hold the planning session in late August 2023. It is anticipated that the report be submitted to the Board in both official languages within 10 weeks following the planning session.</i></p> <p>Q.7 As it is a critical determinant of the scope of work that can be completed within the engagement, can the Board provide some guidance as to its expected budget for this work?</p> <p><i>A.7 No, the Board does not currently have a set budget for this work. The intent of this RFQ is to better understand the costs associated to engage a suitably qualified and experienced service provider to facilitate the development of the NBEUB’s first strategic plan.</i></p> <p>Q.8 Would the successful proponent be required to facilitate sessions in both English and French?</p> <p><i>A.8 The successful proponent would be required to facilitate the planning session in English only.</i></p> <p>Q.9 Is the final report/action plan to be prepared and submitted in both languages?</p> <p><i>A.9 The final report/action plan should be submitted in both official languages.</i></p>	

### **SIGN AND RETURN THIS ADDENDUM WITH YOUR PROPOSAL**

BY: \_\_\_\_\_  
Kathleen Mitchell  
Chief Clerk

\_\_\_\_\_  
Proponent’s Signature



NEW BRUNSWICK  
ENERGY & UTILITIES BOARD

COMMISSION DE L'ÉNERGIE ET DES SERVICES PUBLICS  
NOUVEAU-BRUNSWICK

PROJECT TITLE: <b>Request for Quotation– Strategic Planning Consultant/Facilitator</b>	ADD. NO.: <b>1</b>
PAGE 3 of 3 (Including Confirmation Sheet)	DATE: April 27, 2023

## CONFIRMATION - RECEIPT OF ADDENDUM

PROPONENT'S NAME: \_\_\_\_\_

RECEIVER NAME (PRINT): \_\_\_\_\_

RECEIVER SIGNATURE: \_\_\_\_\_