

**February 7, 2025****Addendum No. 01****File Reference Number: RFP 2025 001****Title: Business Case Development Support****RE: Clarifications/Questions**

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Please refer to the following information/clarification:

**Item 1:** Would Ontario Northland consider providing a two (2) week extension to the RFP submission deadline / closing date?

**Answer:** Yes, Ontario Northland will provide a two (2) week extension to the submission deadline / closing date. The new submission deadline / closing date will be Wednesday, March 5, 2025 at 2:00:00 p.m. EST.

**Item 2:** How many respondents will be offered a vendor-of-record contract as part of this procurement? If multiple respondents are contracted, how will individual assignments be procured (e.g., second-stage bidding, direct award, etc.)?

**Answer:** The RFP is structured to award to one successful respondent.

**Item 3:** Is there an expectation that the successful respondent(s) list as part of this bid sufficient technical / engineering subject matter experts to cover all potential scopes of work described in this RFP, or can subject matter expertise be added to the team on an as-needed basis after vendor-of-record contract award?

**Answer:** Ontario Northland would like to ensure that the successful respondent has a core team of technical and engineering subject matter experts listed as part of our bid. This core team should cover the primary scopes of work. However, we also recognize that additional expertise may be required for other potential scopes of work, which can be brought in on an as-needed basis. Please ensure all different rates are included in Part 4 – Proposal Form 1.

**Item 4:** Can Ontario Northland confirm that the expected guideline/methodology of the business cases are meant to be as ones previously developed for Ontario Northland?

**Answer:** No, we cannot confirm that, as every business case would need a different level of work based on requirements.

**Item 5:** Can Ontario Northland please provide further description on the type of facility indicated in the Scenario "Facility Expansion"? (Type of facility, current status, possible future status.)

**Answer:** This scenario is for example only, please list assumptions and provide how your firm would approach the business case.

**Item 6:** During the execution of the assignment related to the Scenario "Facility Expansion", will Ontario Northland provide details on the type of facilities (including drawings), their current and future use, expected costs, expected benefits? We note that part of the information can be also provided during workshops and dedicated meetings.

**Answer:** This scenario is for example only, please list assumptions and provide how your firm would approach the business case.

**Item 7:** During the execution of the assignment related to the Scenario "Train Crew Scheduling Software", will Ontario Northland provide an indicative timetable of the train services expected to be planned from a Crew perspective? We note that part of the information can be also provided during workshops and dedicated meetings.

**Answer:** This scenario is for example only, please list assumptions and provide how your firm would approach the business case.

**Item 8:** What type of information would Ontario Northland be able to provide on the Financial and Economic cases (if any) during the assignment?

**Answer:** Some examples of what Ontario Northland may ask for, but shall not be limited to, are: return on investment, cost benefit analysis, breakeven point, payback period, job creation, economic growth, etc.

**Item 9:** Can Ontario Northland please confirm the overall number of Initial Business Cases, Detailed Business Cases, and Business Cases partially prepared that the supplier is requested to work on?

**Answer:** No, the work will come as and when needed based on scope of work.

**Item 10:** Proposal Form 4 mentions to 'Provide template to be used by Ontario Northland for requesting support on a specific business case'. Could Ontario Northland clarify what level of detail/ data needs to be included as part of this template and provide further details on the purpose of this template.

**Answer:** The template is intended to outline the information that the proponent expects Ontario Northland to provide when requesting a business case. The level of detail is determined by the proponent.

**Item 11:** Proposal Form 3 – Item 3 - requires proponents to submit resumes of the proposed team. Could Ontario Northland clarify if the proponents are requested to attach the resumes as part of appendix or they are being submitted in the proposal body?

**Answer:** ONTC does not have a preference as to the structure of the Respondents' Proposals. The required resumes can be submitted as part of the response to Proposal Form 3 or attached as an Appendix to the overall Proposal.

**Item 12:** Can Ontario Northland clarify if the detailed case studies that will be submitted as response to Proposal Form 3 – Item 8 could be the same as the references used in the response to Proposal Form 5?

**Answer:** Respondents are able to use the same references for both Proposal Form 5 and Proposal Form 3 – Item 8. Please note that Respondents shall submit a response under both Proposal Forms as the information required is not identical.

**Item 13:** Please clarify if the Proposal Form 1 Proposal Submission Form (with hourly rates) is being submitted as part of the technical proposal and not as a separate submission?

**Answer:** This procurement will not be a two-envelope process. Respondents shall submit all Proposal Forms and supporting documentation in one (1) file.

**Item 14:** Can you please confirm if the mandates and deliverables we need to understand are specifically for this assignment or for the broader ONTC organization?

**Answer:** Business cases would be for the entire organization.

**Item 15:** What are the key metrics that ONTC employs in their business case evaluation/analysis, or more specifically, how does ONTC prioritize capital recovery, social need, environmental sensitivity, or enterprise values in their business case evaluation/analysis?

**Answer:** Ontario Northland prioritizes metrics based on each business case, discussed with the proponent beforehand.

**Item 16:** What is the average capital expenditure for the average ONTC business case?

**Answer:** Not all of our business cases are capital in nature and it is dependent on strategic priority.

**Item 17:** Who is the recipient of the business case evaluation and analysis?

**Answer:** Ontario Northland has a business planning and intelligence team that leads business cases, they would do initial evaluation along with subject matter experts within the organization.

**Item 18:** What is the average minimum and maximum time frame for an ONTC business case evaluation/analysis?

**Answer:** The evaluation/analysis time frame for each business case depends on the business case drafted.

This Addendum hereby forms part of the RFP.

Regards,

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