



Stakeholder Engagement, Facilitation and Project Management Request for Proposals (RFP) Questions and Answers

- 1. Is there a budget threshold that you can share?**
- 2. Do you have a maximum budget in mind?**
- 3. Is there a particular budget that you have in mind for this work? Understanding this will help us better scope and plan the work.**
- 4. Are you prepared to share the budget for the work?**
- 5. Is there a preferred budget range for this project?**
- 6. What is your budget range for this engagement?**

We kindly request that each submission includes a comprehensive budget range, supported by a well-reasoned justification for the associated expenses. This should consider the estimated time required to fulfill the deliverables and the scope of the tasks involved.

- 7. Are you hoping to do the engagement virtually, in-person or through a hybrid model?**
- 8. Do you have a preferred engagement method in mind?**
- 9. Are the consultations expected to take place in-person or remotely? Or is that at the discretion of the consultant and stakeholder?**
- 10. What portion of the engagement needs to be in person and what can be conducted virtually?**

The proposal should include a hybrid model for the engagement focus group sessions, with a balanced approach of conducting half of the sessions in person and the other half online. This strategy aims to leverage the advantages of both formats while accommodating different preferences and logistical considerations.

- 11. Are there any current state processes that are mapped out for all the stakeholders identified?**

There are no current state processes.

- 12. Will the successful consultant work with a core group as well as a steering committee?**

The successful consultant will collaborate with a select team comprising designated representatives from Lumenus and Cota.

13. Can you please share the Terms of Reference for the Toronto Region Planning Table for Developmental Services

The terms of reference for the Toronto Region Planning Table can be shared upon request.

14. For the engagement sessions with 40-50 stakeholders, is there a preferred method or a combination of survey, focus groups, etc.?

We lean towards exclusively utilizing focus groups because they foster conversation and dialogue.

15. The RFP mentions 40-50 stakeholders and also outlines "four distinct priority stakeholder groups". Given your knowledge of your stakeholders, how many focus groups and 1:1 interviews would be necessary to reach your desired participation level and depth of input?

16. How many sessions do you anticipate to build process maps for the Child Welfare, Indigenous, MH, and DS stakeholders?

Following four comprehensive information sessions, an assessment will be conducted to determine the necessary number of focus groups for each stakeholder group. No one to one interviews will be required.

17. Have the specific contacts for stakeholder consultation already been identified (or will they be identified upon kick-off)? And will you be coordinating / scheduling the consultations? Or is that the responsibility of the consultant?

The stakeholder consultation process will be overseen and scheduled by designated coordinators at Lumenus and Cota.

18. Is there an expectation of any other in-person meetings?

Apart from the focus groups, there is no anticipation of any additional face-to-face gatherings.

19. Are you expecting to receive a draft report before the final version is submitted (for review and discussion by early November)?

The report submitted in November will serve as a preliminary version. It will undergo review by Lumenus and Cota, who will offer feedback to the selected candidate. It is expected that any necessary changes will be discussed collaboratively with the successful candidate.

20. Can you please elaborate on the meaning of "for review and discussion"? Does that imply time and space to incorporate feedback into the final draft?

Yes. Please see our response to question number 19.

21. Is the final submission timeline of early November a hard deadline?

To facilitate review and feedback from Lumenus and Cota, it is imperative that the report is submitted by November.

22. Could you describe if there is anything in particular that has prompted this review?

This initiative aims to provide a comprehensive review within the developmental sector on enhancing the transition process for young individuals into the adult sector. Additionally, it will aid in formulating a strategic blueprint that aligns with the ongoing developmental services reform, incorporating the core principles outlined in the Ministry of Children, Community and Social Services' 'Journey to Belonging' initiative. Furthermore, it will help devise a plan for fostering continuous capacity development within the adult developmental services sector.

23. When you refer to engaging 40-50 stakeholders, does this refer to the total number of stakeholders or the number of stakeholders that would be engaged per session?

This refers to the total number of stakeholders.

24. My colleague, whom we are pitching on this proposal, is currently completing unrelated work with Lumenus. Will that present a conflict?

No

25. I have previously completed some TAY work with COTA. Am I allowed to use that as a reference?

Yes

26. Who are the members of the Toronto Region Planning Table for Developmental Services?

The Ministry of Children, Community and Social Services and System Feature Accountable Agencies

27. Relating to the overarching vision (section 3):

- a. **Are there existing joint planning processes and procedures in place that describe the current state of these collaborations and transitions?**

No

- b. **Are there services beyond long-term placement and housing that will be utilizing the recommendations from this project?**

The feedback received from stakeholders has the potential to shape various elements of additional system features and engage stakeholders within the community.

28. The RFP mentions 40-50 stakeholders and also outlines "four distinct priority stakeholder groups". Given your knowledge of your stakeholders, how many focus groups and 1:1 interviews would be necessary to reach your desired participation level and depth of input?

Please refer to our response to question number 17.