



Making a difference...together

ADDENDUM No. 2

to the

CONTRACT DOCUMENTS for

Green Services Pilot Project - Program Development

REQUEST FOR PROPOSAL No. SSI 2019-002

To All Respondents:

February 5, 2019

The following questions and answers are hereby made a part of the Contract documents for Capital Regional District (CRD), Salt Spring Island Electoral Area Green Services Pilot Project - Program Development Request for Proposal as fully and completely as if the same were fully set forth therein:

1. What is the "playbook template" deliverable? Can you please provide information about the desired format, length and contents of this deliverable?

A: We are hoping that the consultant would provide some insight to this. It is meant to be a "how to" that would document what we did and suggested steps for other communities to follow.

2. The scope of services includes "Develop a 'database' or spreadsheet to track what exists". What is the "what" here? What information would the database contain? Grants for research? Other green tech incubators?

A: The database/spreadsheet would track what green services exist and who the providers are. If possible, it would also capture who else they work with and the organizations that are not located on Salt Spring Island, but have connections (schools/businesses, etc.).

3. Who will the project lead be for CRD/CEDC? That is, who will the consultants be working with on project delivery and review and approval of deliverables?

A: The consultants will be working with a person appointed from the Salt Spring Island Community Economic Development Commission as the lead who will be keeping the CRD informed on the project progress and deliverables.

4. The RFP state's that the "learning lab will offer a space...". However, in response to an earlier question submitted, you responded that there is no physical space envisioned. Can you please clarify? Is learning lab more about positioning Salt Spring as the "space" or "supportive environment"?

A: Supportive environment. As a concept we want to position SSI as the space/place for testing green solutions, for growing an idea and incubating it, as a community that recognizes the economic value in green services.

5. What administrative and operational resources does the SSI CEDC have in place?

A: SSI CEDC is a volunteer group under the CRD, so have access to CRD resources, but the consultant should not count on administrative support. We need a consultant who is able to manage this as independently as possible. CEDC can support through contacts/connections locally if necessary.

6. Is the CEDC a legal entity able to apply for and receive government grants?

A: The CEDC is a CRD commission and can apply for grants where local governments are eligible.

7. Do you envisage researching and cataloguing economic development grants available to support specific development of the SSI "green lab/incubator" as opposed to just grants available to individual (single technology specific) research grants and precommercial validation grants?

A: Our vision is that this learning lab is supportive of the individuals and businesses so a broad interpretation of catalogue fits here.

End of Addendum.