

2016-09-02

**REQUEST FOR PROPOSAL
LEGAL SERVICES – CREATION OF FUNDRAISING ENTITY
RFP 28 (2016-08)
ADDENDUM #1**

This addendum shall be incorporated into, and form part of RFP 28 (2016-08) and take precedence over all requirements of the previously issued bid documents including plans. This addendum must be signed by the bidder (signing officer) in the appropriate space and must be attached to the Form for submission by the bidder. This Addendum consists of two (2) pages.

1. **Question:** With reference to Section 5.6, could you confirm if our firm will be disqualified from the RFP process if we have acted as counsel for a municipal organization or currently provide services for charities or non-profits to the City of Toronto or any of its agencies, boards or commissions?

Answer: *The response to this question is "No", firms will not be disqualified from the RFP process under such circumstances.*

2. **Question:** With reference to Section 5.7, could you clarify if proponents are expected to provide the Toronto Zoo with hourly rates only for work identified in Section 3.3, given the scope of work is not clarified like it is in Section 3.1?

Answer: *Any further work that may be required by the new fundraising entity as referred to in Section 3.3 would be at the discretion of the new entity and proponents are only expected to provide the Toronto Zoo with hourly rates for the scope of work outlined in Section 3.1.*

3. **Question:** With respect to the preliminary work already taken by the Toronto Zoo, is it expected that the new entity will be incorporated under the Canada Not-for-Profit Corporations Act? Or does the new entity have to be incorporated under the Corporations Act (Ontario)

Answer: *The new entity would likely be incorporated under the Corporations Act (Ontario).*

4. **Question:** Is the Toronto Foundation in agreement with creating a new Toronto Zoo fundraising entity?

Answer: *There is no requirement or rights of the Toronto Foundation to agree with the new entity. They are only stewarding the existing funds held in trust for the Zoo and are not raising funds for the Zoo.*

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5. **Question:** What is expected to happen with the funds transferred to the Toronto Foundation?

***Answer:** The Toronto Zoo Board of Management may request a transfer of the funds from the current Trustee (Toronto Foundation) to the new fundraising entity to act as steward and trustee of the funds. However, if it is more financially beneficial to do so from an investment return standpoint, the Board may decide to leave the funds with the Toronto Foundation to leverage the potential advantage of the total amount invested with the Toronto Foundation when considering the number of small, medium, and large entities whose funds are stewarded by the Toronto Foundation.*

Receipt of the Addendum shall be acknowledged as part of your submission.

The Board of Management of the Toronto Zoo reserves the right to reject any or all Quotations or to accept any quotation, should it deem such action to be in its interests.

If you have any queries regarding this matter, please contact Mr. Peter Vasilopoulos, Supervisor, Purchasing & Supply, at 416-392-5916.

Yours truly,

Peter Vasilopoulos
Supervisor, Purchasing & Supply

I/we hereby acknowledge receipt of this addendum and make allowance in my bid.

Signed (Must be Signing Officer of Firm)

Name of Firm

Date:

END OF ADDENDUM 1