

# **MARINE INSTITUTE**

## **REQUEST FOR PROPOSAL:**

### **GOVERNMENT ADVISORY SERVICES FOR THE FISHERIES AND MARINE INSTITUTE, MEMORIAL UNIVERSITY**

**#RFP-051-25**

#### **ADDENDUM # 1**

**Date: January 9, 2026**

#### **ADD FOLLOWING CLAUSE:**

*By submitting a Proposal in response to this RFP, a Proponent agrees that if successful, and following execution of an Agreement with the Marine Institute, it will make the specified services available to any public sector entity eligible to participate in this procurement process upon request by a public sector entity seeking access to those services, provided however, that the Proponent's obligation to allow participation by other public sector entities does not extend to circumstances in which the Proponent would have to make capital or operational expenditures specifically in order to accommodate subsequent requests for goods or services by public sector entities.*

*For the purposes of this section, a public sector entity means any provincial government or provincially funded entity in Newfoundland and Labrador.*

#### **QUESTION & ANSWERS:**

##### **1. Scope is broadly worded. Could you provide some more guidance on what your key initiatives are so that we can focus in on them?**

Our key deliverables are the development of an initial government relations strategy and work plan, and support to carry out the plan. The plan should be focused on areas in the Marine Institute's scope of operations, including the maritime sector, military and defense, fisheries and aquaculture, oceans, etc. We expect that the proponent will provide:

- Strategic advice and planning
- Support for stakeholder engagement, including facilitating meetings with key government officials and decision-makers
- Monitoring and intelligence gathering
- Communications support

**2. *Are there some specific dated targets that you have in mind?***

We would expect the initial government relations strategy and work plan within the first 6 weeks of the engagement followed by monthly activity reports.

**3. *What is the duration of this project (anticipated start date, end date, milestones)?***

The project is intended to start in February or March 2026, depending on when the evaluation of submissions is complete. It is anticipated that this will be an ongoing engagement with a completion date to be determined based on the success of the project.

**4. *What is the volume of work?***

This is a new arrangement for the Marine Institute and it is difficult to estimate what the volume of work will be.

**5. *Is this building on or amending Vision 2041 or is this a separate initiative?***

The goal is for the successful proponent to support the Marine Institute in the implementation of the goals and objectives laid out in Vision 2041, as well as help identify and pursue other opportunities that may arise. The engagement is not intended to amend Vision 2041.

**6. *Could you provide some more clarity on your expected fee structure (retainer? dayrate? or fixed price package?)?***

Given the scope and deliverables, we anticipate that a retainer or day rate may be the most efficient fee structure.

**END OF ADDENDUM**