

Addendum No. [1]

Specialized Services Resource Pool RFSQ-4-2016 - released July 4, 2016

October 25, 2017

The following forms Addendum No. [1] to Specialized Services Resource Pool RFSQ-4-2016. Two (2) new Service Categories have been added under Section 2 – Deliverables, Sub-Section 2.2 – Service Categories: Project Manager and Technical Writer. As well, a Jr. Economist sub-category has been added under the existing Service Category #14 - Economist.

All other details of the RFSQ remain unchanged.

Reference: Section 2 – Deliverables, Sub-Section 2.2 – Service Categories, number 46:

The following Service Categories have been added to the existing July 4, 2016 RFSQ:

Service Category 16: Project Manager

- i. Strong background and demonstrated experience in the application of project management principles, risk management and PMI best practices.
- ii. Knowledge of, and experience in project organization, support, administration and implementation, including all facets of project planning, tracking, scheduling, budgeting, reporting and general project oversight.
- iii. Specific expertise and understanding of (1) project briefs and business case development; (2) project scoping and scheduling; (3) project monitoring and implementation; (4) resource allocation and change management; and (5) corporate risk assessment.
- iv. Strong facilitation and presentation skills, including the ability to prepare and present accurate, concise and clear project-related information to staff, management and stakeholders.
- v. Proven track record of working in a dynamic team environment where opposing opinions and perspectives need to be managed, negotiated and resolved.
- vi. Proficiency in project management computing applications including MS Project and MS office software.
- vii. PMP certification from the Project Management Institute (or equivalent certification) and a minimum 10-12 years project management experience.
- viii. Knowledge of and experience with North American electricity markets is an asset, but not required.

Service Category 17: Technical Writer

- i. Proficiency in designing, developing, writing and refining operational manuals, procedures, user guides, work instructions and other supporting documents needed to communicate complex and technical industry information.
- ii. Demonstrated experience in collecting, analyzing, organizing, translating and presenting technical concepts in a clear, concise, directed and timely manner.
- iii. Ability to interact and collaborate with subject matter experts, management and end users for the purpose of designing and implementing technical documents and communications products.
- iv. Experience in using applicable software tools to create technical documents, process specifications and work-flow diagrams.
- v. Aptitude for language, analytical thinking, technical understanding and project management.
- vi. Advanced written and oral communication skills for disseminating technical information among subject matter experts, customers and stakeholders.
- vii. A minimum of 10 years' experience as a technical writer, along with a technical writer's certification or a Bachelor's degree in English or communications.
- viii. Knowledge of, or direct experience in Ontario's electricity sector is preferred.

Service Category 14: Economist

a) Service Sub-Category: Junior Economist:

- i. Researching, analyzing and interpreting economic indicators and data requests.
- ii. Preparing, writing and editing industry reports and forecasts.
- iii. Supporting MACD's project teams in their research, analysis and preparation of project-specific reports.
- iv. Knowledge of and/or experience with issues related to competitiveness within North American electricity markets is preferred.
- v. Experience in using the Microsoft suite, including Word, Project and Excel.
- vi. Degree in economics with minimum 3-5 years of experience.