

NOTICE OF INTENT TO CONTRACT # PS20180927

Issue Date: May 31, 2018

Closing Date: June 14, 2018

**Re: Consultant Services Participatory Budgeting Project**

Notice is hereby given by the City of Vancouver ("City") of its intent to contract with Participatory Budgeting Project, a non-profit organization who provides support for the planning and development of a participatory budgeting (PB) pilot process for the City of Vancouver.

Description:

**Medium Process Launch Support and Light Coaching**

The City of Vancouver will receive on the ground support during the launch of their PB process through in person briefings and info sessions. PBP will also facilitate a *Writing the Rules* workshop with the steering committee once it has formed.

PBP will also support the City of Vancouver throughout the process by hosting coaching calls once per phase and providing access to the PB Manual *Running a PB Process from Start to Finish*.

Trainings & Briefings (May - June 2018)

- A PB briefing for city agencies and staff to secure buy-in (1-1.5 hrs)
- A PB info session for community members to learn about how they can participate in the process (1-1.5 hrs)

Writing the Rules (July 2018)

- Facilitation of a "Writing the Rules" workshop for the Steering Committee to make key decisions about PB process design (3-4 hrs in-person, plus possible pre- and post- work online)
- Summary of all decisions made by the group Coaching Calls per Phase (April 2018 - March 2019)
- 3 coaching and support calls on process design, planning, and implementation (60 minutes each, plus an hour of prep and follow-up)
- Email support

**Medium Process Launch Support, Ongoing Coaching, Light Evaluation Support**

In addition to everything in Option A, PBP will provide additional coaching calls in order to have monthly check-ins with the City of Vancouver. PBP will also provide light support for evaluation partners that the City of Vancouver identifies to ensure quality evaluation of the PB process.

Monthly Coaching Calls (April 2018 - March 2019)

- 9 additional coaching and support calls (12 total) on process design, planning, and implementation (60 minutes each, plus an hour of prep and follow-up) Evaluation Support (April 2018 - March 2019)
- Support identifying and securing a local research partner (e.g. academic institution)
- 2 coaching calls with research partner (60 minutes each, plus an hour prep and follow-up for each call)

The contract is valued at approximately **\$45,210.00**

Anyone wishing to request more information and/or has questions or concerns to this regard is asked to contact Nina Wood, Buyer, Supply Management at 604-326-4831 or by email to [nina.wood@vancouver.ca](mailto:nina.wood@vancouver.ca)

Closing date and time: June 14, 2018 at 2:00 o'clock pm.