

June 10, 2019

**REQUEST FOR PROPOSALS (“RFP”) No. PS20190666  
CONSULTING SERVICES FOR VAHEF GOVERNANCE AND OPERATIONS MODEL REVIEW**

**QUESTIONS AND ANSWERS No. 1**

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| Q1 | Page B-10 Section 5, lists six documents for reference. Can you share with us who led the development of these documents, strategies, and plans? What are the expectations for the successful proponent in regards to working with this provider?  |
| A1 | The City is providing these background documents to inform all proponents and assist in their responses. Any outside consultants that have submitted information leading to these documents may state this in their response and the City will evaluate this as part of their overall proposal. For the purposes of this RFP process the City prefers to not release information on these outside consultants and there is no expectation that the City is bound to working with proponents who have contributed to the documents. |
| Q2 | The RFP indicates that the City expects between 900 and 1,100 hours to complete the scope of work. What is the City’s approved budget for the estimated effort hours?  |
| A2 | The City prefers to not release this information and has determined that this project will take between 900 and 1100 hours to complete.  |
| Q3 | The Scope of Work mentions specific experience in non-market housing research. This is very specific and best practice consulting promotes a balanced view on jurisdictional scans. Will a proponent with this specific experience have preference over senior consultants and advisors?   |
| A3 | The City will evaluate the proponents’ experiences, either specific to non-market or to other jurisdictional scans. As stated in the RFP the City is looking for experience in non-market housing research so this will be evaluated favourably.   |
| Q4 | Given the complexity and size of the assignment and the required framework to respond, would the City consider an extension to the due date?   |

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| A4 | The City is not planning on extending the closing date at this time.   |
| Q5 | We understand that the City is looking to have the work completed for Fall 2019 but we do have some concerns regarding the expected level of effort required and the tentative timing set for the next 4 months. Specifically, we are concerned about the potential challenges in lining up the appropriate COV stakeholders and third party jurisdictions over the summer period. Please confirm if there is flexibility in the tentative timing outlined for this important project. |
| A5 | At the present time the City is lining up the appropriate persons to take part in the project and does not foresee any issues with their availability. For the participation of third party jurisdictions the schedule has been set taking these challenges into consideration as well as taking into account the commitment to report back to Vancouver City Council by the end of the year.  |
| Q6 | Can the City provide a list of the public portfolios that they think should be in scope for both the governance and operating model reviews?   |
| A6 | The City has a shortlist of jurisdictions and this will be made available to the successful proponent. The City is also looking for the Consultant's guidance to include jurisdictions that are outside of this shortlist.   |