

**REQUEST FOR PROPOSAL (“RFP”) PS20191218  
PROVISION OF CITY-WIDE PLAN - SCENARIO PLANNING  
QUESTIONS AND ANSWERS NO. 1**

ISSUED ON SEPTEMBER 26, 2019

Q1	It sounds as though 3D/4D virtual visualizations and / or simulations are would be implicit in this scope, but are not explicitly listed as specific required qualifications. Can you confirm whether or not you are envisioning these as part of the base scope of services?
A1	Vendors should include a recommended format for communicating scenario narratives (see reference 3.3 (b) (i). However, the visualization or simulation activities were not anticipated as part of the base scope for the Scenario Planning RFP. The Citywide Plan program (CWP) will utilize visualization and simulation tools through in-house options or through future market events. However, the CWP program would welcome vendors are interested in proposing visualization/simulation approaches and tools as a costed option in their proposals.
Q2	What does “category of partnership organizations” refer to? Are these possible Sub-consultants? Because the “Sub-contractors in Appendix 8” seems to ask for the same information.
A2	Is about Workforce - do the company have any programs or partnerships with groups that support workforce development/sourcing/hiring. The other question is directly related to hiring of Sub-contractors in Appendix 8.
Q3	Will the City provide translation services for the engagement activities associated with this RFP or are those costs to be covered by the Consultant?
A3	The City would provide translation services either through in-house service provision or with separate contractors. This is not anticipated to be a cost borne by the scenario planning consultancy.
Q4	Part A - Information and Instructions, Item 6.1: Given the outlined scope is approximately 15 months, may you please provide more detail as to why the contract is for three years? Additionally, what will determine the two possible one-year extensions (totaling 5 years)?

A4	The Citywide Planning program is envisioned as a three year program with three key phases: listening and engagement (phase 1); scenario planning (phase 2 and concurrent with engagement phase); and phase 3 implementation phase. The primary work and deliverables are envisioned for the next 15 months, but may extend or evolve based on open input from the public engagement process running in parallel.
Q5	Part A - Information and Instructions, Item 8.2: Will the percentage of the work assigned to subcontractors be a factor considered in the evaluation of Proponent selection?
A5	This is not envisioned as a specific factor in the evaluation criteria. Proponents should provide a proposal with the best expertise or team of expertise to address the deliverables.
Q6	Part B - Scope of Work, Item 1.2: Building Capacity: Are there specific learning objectives that align with the capacity building goal?
A6	The City envisions learning objectives to include: clear understanding of scenario planning methodologies; differentiation between strategic foresight using scenario planning as opposed to options, trade-offs and analysis used by traditional planning methods; ability of participants to fully engage, learn and host scenario planning conversations; ability of participants to adapt scenarios to emerging policy objectives and ability for participants to develop systems thinking approaches to solving complex problems.
Q7	Part B - Scope of Work, Item 3.2, (a): What is the approximate number of interviews to complete?
A7	The range of numbers of interviews is anticipated to be between 30-50, depending on individual stakeholder availability and/or interview methods. For instance, focus group methods may shorten the duration or number of total interviews required.
Q8	Part B - Scope of Work, Item 3.2, (c): May you provide more detail into the Proponent's role, if any, in scoping and executing the survey?
A8	It is envisioned the proponent will align with City-led public engagement staff and consultants to ensure consistency of messaging and alignment of time frame for key project deliverables. The proponent's input would be welcome in the process design and scoping of the survey, but the Proponent is not expected to execute the survey instrument or tool.
Q9	Part B - Scope of Work, Item 3.2, (f): How would the City like to collect input from the public on the emerging Key Factors Framework?
A9	The City would like the Proponent to recommend the format of the deliverable and methodology for input from the public on the Key Factors Framework.

Q10	Part B - Scope of Work, Item 4.0: Can you please provide more details regarding your expectations for delivery of case study summaries and the executive-style briefing reports? Perhaps there is a comparable report the Proponent could be directed toward as a benchmark?
A10	The City has undertaken best practices research on this topic for a quick start on case study summaries. This can be shared with the successful proponent. The City would welcome the Proponents to provide a recommended format, length and method for delivering case study summaries and briefing reports. Power points, Prezi presentations, short-form videos, virtual reality simulations, or word documents have all been used in the past for knowledge transfer of this type.
Q11	Part B - Scope of Work, Item 5.0: Is the City responsible for costs related to planning and logistics (i.e. venue costs, catering, a/v) of the workshops, Congress, etc.?
A11	The City will take on the costs and logistics of engagement-related activities such as venue bookings and a/v. Catering will be considered on a case by case basis, consistent with the city's policies and practices on food provided at meetings and workshops.
Q12	Part B - Scope of Work, Item 5.1: Please share more details about the City-Wide Plan Directors' Working Group and the Technical Project team. How many hours from each of these individuals will be dedicated to the scope of work? What percentage of team members' average week will be dedicated to support the scope of work? What roles/expertise will each fulfill?
A12	Part B - Scope of Work, Item 5.2: The Directors Working Group is comprised of a cross section of senior management across various city departments. The Directors Working Group meets approximately bi-monthly to focus on the Citywide Plan program. A technical project team will be formed and is anticipated to focus full time on Citywide Plan efforts. Please reference Council Memo at <a href="https://council.vancouver.ca/20190709/documents/rr1.pdf">https://council.vancouver.ca/20190709/documents/rr1.pdf</a> for further reference.
Q13	Form of Proposal - Appendix 2 - Questionnaire : Some sections of the questionnaire indicate that an additional appendix with a specific title may be added to expand on the response. However, if a section does not have those instructions, is the Proponent allowed to submit an appendix? Similarly, where if anywhere, may the Proponent submit example work products?
A13	Please submit sample work products in an appendix entitled "Sample Work Products." Additional appendices not addressed with a specific title can be added. Please be mindful to submit proposals in a sustainable manner and keep length and references succinct.
Q14	Form of Proposal - Appendix 2 - Questionnaire : Based on the description of the Proponent Overview section, will Proponents

	without a Vancouver presence be considered?
A14	Proponents without previous Vancouver presence may be considered however, the evaluation team will thoroughly consider merits of a proposal with current or planned Vancouver presence.
Q15	<b>Form of Proposal - Appendix 2 - Questionnaire :</b> Will you please provide additional differentiation between the <i>Innovation</i> section and the <i>Alternative Solutions</i> section?
A15	Innovations section is intended to capture any innovative methods or approaches the Proponent may want to include. Alternative Solutions are items that may deviate from the requested items in the scope of work, but based on the Proponents expertise, may work well. For example, if the Proponent has used virtual reality simulations to convey future scenarios and proposes that as an alternative deliverable, the evaluation team may consider that, if a rationale is included.
Q16	<b>Form of Proposal - Appendix 2 - Questionnaire :</b> Under the <i>Social Sustainability Questionnaire</i> , many of the questions seem geared toward Proponents who represent large entities (i.e. formal workforce diversity and inclusion policy and programs). Is there a preference toward larger firms who have this type of internal employment equity infrastructure in place?
A16	No, there is no preference for large entities. The City asks that the Proponent's organization of whatever size support corporate goals for Equity, Diversity and Inclusion and reflect this in proponent's proposed approaches and expertise.
Q17	<b>Form of Proposal - Appendix 2 - Questionnaire :</b> Under the <i>Employment Equity</i> sub-section, there is a table asking for partnership organizations. Are these partnership organizations specific to the Proponent's hiring/employment strategies, OR pertaining to broad partners in the Proponent's network who meet these criteria?
A17	It's primarily sourcing table asking for <i>partnership organizations</i> . Are these partnership organizations specific to the Proponent's hiring/employment strategies.
Q18	<b>Part C - Form of Proposal - Appendix 3 - Commercial Proposal - Pricing Table</b> Are subcontractors considered team members?
A18	Yes, they can be.
Q19	<b>Part C - Form of Proposal - Appendix 3 - Commercial Proposal - Pricing Table</b> Is the hourly rate per each team member or an average for the specific stage?
A19	Typically, this is state as each team member's hourly rate.

Q20	Part C - Form of Proposal - Appendix 3 - Commercial Proposal - Pricing Table How should travel, supplies, and additional expenses get captured in the Commercial Proposal?
A20	Please itemize as additional costs.
Q21	Part C - Form of Proposal - Appendix 3 - Commercial Proposal - Pricing Table Is the City open to amending pricing for stage four if the City and Proponent agree there is a more effective strategy for scenario dissemination based on outcomes from the previous three stages?
A21	Yes, the City would be open to discussion but the pricing of the proposal should reflect current thinking for all four stages. In short, please ensure submittal of a full cost proposal.
Q22	Part C - Form of Proposal - Appendix 4 - Proponent's References Is the Proponent prohibited to include an appendix of client testimonials to further support the references?
A22	This can be included. Please keep it succinct and consider length of total proposal.
Q23	Part C - Form of Proposal - Appendix 8 - Subcontractors If the Proponent suggested interviewing experts in its approach, would these individuals need to be captured as subcontractors?
A23	No, these could be captured in the interview and deliverables costs.
Q24	Part C - Form of Proposal - Appendix 8 - Subcontractors If we propose strategies for the <i>innovative</i> section that may require subcontractors, do they need to be listed in the subcontractor appendix at this juncture?
A24	If you would like to include, please include notional pricing for subcontractors and indicate these are estimates only.