

**REQUEST FOR PROPOSAL “RFP” NO. PS20210724  
FOR THE PROVISION OF WARMING CENTRE OPERATORS**

**QUESTIONS AND ANSWERS NO. 1**

ISSUED ON: July 23, 2021

Q1	looking to confirm if the budget may include additional expenses to what is pre-populated in the table provided. Costs like administration and cleaning supplies are not represented here. Is it expected that these costs would be the responsibility of successful proponents or would it be possible to submit a budget that includes additional items?
A1	<b>Proponents may submit a budgetary proposal that includes additional items not listed in the RFP. However, financial offerings must be within the City ‘s allocated budget as described on page 8 - Part B Section 8.0 - Costs of the RFP.</b>
Q2	The RFP states that there will be a .DOC file made available for "Part C," but it is not listed on the solicitation page. Can this be made available?
A2	<b>This is now posted on the City’s website (same webpage as the RFP) and is marked as Appendix 1.</b>
Q3	Should applicants specifically use this Word .DOC file, or is it permissible to recreate it according to internal brand guidelines if all pertinent information is retained?
A3	<b>Applicants may use an alternate version but should be similar in format to Appendix 1 (currently in the RFP and marked as such).</b>
Q4	There is a possible discrepancy in the RFP document: there are references to Part C throughout, but no actual "Part C." Is the section listed as "Appendix 1" the same
A4	<b>There are two references to “Part C” in the RFP found in in Part A (excluding references in the sample form of agreement which relate to the agreement). Any reference to Part C should be replaced with “Appendix 1” of the RFP</b>
Q5	What are the expectations around the pricing table, with regards to differentiating "cost/night (approx) low" and "cost/night (approx) high"? Is this meant to distinguish staffing options?
A5	<b>As described n the RFP “This staffing model above is the desired model for staffing Warming Centres. Individual site plans should also be developed”</b>

Q6	CoV has provided staffing expectations in the description: are applicants meant to adhere to those standards?
A6	As described in the RFP "This staffing model above is the desired model for staffing Warming Centres. Individual site plans should also be developed"
Q7	Is "cost/night (approx.) high" meant to reflect a larger site with more users?
A7	<b>Yes, this is correct.</b>
Q8	When the applicant is asked to supply bios for "key personnel," does this refer specifically to Society staff that would be responsible for recruiting, training, and coordinating Warming Centre staff?
A8	<b>Yes</b>
Q9	We would like clarify that this section doesn't require bios for Warming Centre Staff, assuming that they are yet to be recruited at this time
A9	<b>Correct, for clarification, bios should only be submitted for current Society or organization staff.</b>
Q10	Is there space to provide a fuller account of the applicant's leadership, or should we limit this response to key staff for this particular project?
A10	<b>Proponents may append additional information as they feel necessary the City requests that it is easily referenced in their Appendix 1 response.</b>

END OF Q&A No. 1