

**REQUEST FOR PROPOSAL “RFP” NO. PS20210920  
COORDINATOR SERVICES - PUBLIC PARTNER AND COMMUNITY ANTI RACISM  
WORKING GROUP**

**QUESTIONS AND ANSWERS NO. 1**

**ISSUED ON: August 26, 2021**

Q1	We're trying to gauge the level of effort/number of hours per week/month the successful proponent is expected to provide. While the monthly meetings with the Working Group are well scoped, we're unsure how to provide a total fee for one year of services given that it seems unknown the number of working groups there are, the types and number of initiatives the Working Group wishes to undertake, etc. Would it be possible to provide any further direction on the anticipated level of effort that is expected of the successful proponent?
A1	<b>The City is seeking some flexibility in that some weeks will be busier than others (e.g. some weeks may be 10 hours, some 15, some 30, etc., however, as a part-time position we are assuming an average of 20 hours a week overall.</b>
Q2	The RFP mentions that there will be a project team and that the successful proponent will work both independently and as part of a team. Aside from the Senior Planner for Anti-Racism and Cultural Redress, are there other staff who will be supporting the Working Group and in what capacity?
A2	<b>Primarily, the City's assigned Senior Planner will be providing work plan oversight.</b>
Q3	Is it expected that the successful proponent chair the various Working Group meetings, or for the successful proponent to support the co-chairs in their preparation and chairing of the meetings?
A3	<b>The Coordinator supports the chairs in preparing for and reporting out on the meetings.</b>

END OF Q&A No. 1