

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

QUESTIONS AND ANSWERS NO. 2

ISSUED ON: August 27, 2021

Q1	Does the scope apply to Vancouver only, or the Lower Mainland?
A1	Vancouver only.
Q2	Please clarify what is meant by “Part-Time”
A2	As a part-time position we are assuming an average of 20 hours a week overall. We are hoping for some flexibility in that some weeks will be busier than others (e.g. some weeks may be 10 hours, some 15, and some 30).
Q3	Section 4.0 reads “ Project co-ordination and implementation as per the project agreement” please advise where we may review scope of “project agreement. “Coordinator Services” <ol style="list-style-type: none"> 1. Is data collection a scope deliverable? 2. Would consultant services and event management requirements, if required, be covered by the City separately, or are these estimated costs to be included in Coordinator Services fees? 3. “Other duties/responsibilities as assigned” - without clear scope requirements, level of effort cannot be estimated. Will the City specify scope , or are we to estimate and carry costs in our fees? 4. Will space and services be available to the coordinator services resource, or is this to be allowed for under disbursements? 5. Provided year over year extensions are requested by the City, please advise notification period and method of implementation.
A3	The project agreement is defined as Appendix 3 - Sample form of Agreement in the RFP. <ol style="list-style-type: none"> 1. It may include quantitative and qualitative data collection such as focus groups and surveys 2. This RFP is specific to the coordination of the Working Group, Working Group subcommittees and community engagement meetings. We are not looking to hold large-scale events at this time, but it would include coordinating small-

	<p>scale event management - e.g. community meetings & focus groups (may be virtual or in person).</p> <ol style="list-style-type: none"> 3. At this time it is difficult to know what other duties will entail as this is an evolving project. The City suggests estimating a small percentage in the fees proposed. 4. The City will not be providing office space when the coordinator is meeting in person with other staff or members of the working group. 5. The City typically extends contracts via a contract offer letter if no terms other than the agreement is extended by one year at a time related to these services. If additional terms change i.e. pricing than an amending agreement is used to extend the contract and amend the terms. Either is subject to be signed and agreed to by both parties.
Q4	<p>“SERVICES CONTRACT TERMS AND CONDITIONS”</p> <p>A.2: Provision of Service Inputs: It is understood all such costs will be estimated and carried as disbursements in our pricing.</p> <p>A.16.c: Release and Indemnification: Please clarify what site the Contractor is to acknowledge having inspected and agrees to accept?</p> <p>C. 19: Payment of Fees and Expenses: Please advise what mechanism will be applied to qualify “satisfactory performance” of the Services.</p> <p>C.20: Invoicing: Assuming all requirements are met, what is the turnaround time for payment from date of invoice issuance?</p> <p>C.21: Builders Lien Act: This RFP has no construction requirements; will this clause and any associated references be deleted?</p>
A4	<p>The agreement in the RFP marked as Appendix 3 - Sample Form of Agreement and its Terms and Conditions <u>may</u> be subject to final negotiations as mutually agreed to by the City and the successful proponent.</p>

END OF Q&A No. 2