

**REQUEST FOR PROPOSAL (“RFP”) PS20211321  
DEVELOPMENT OF CLIMATE JUSTICE CHARTER  
QUESTIONS AND ANSWERS NO. 1**

**ISSUED ON NOVEMBER 5, 2021**

Q1	Is there an expectation of climate policy expertise on the consulting team, vs a general understanding/familiarity with local government climate policy and the ability to work with City staff when climate SME is required?
A1	<b>Climate policy expertise is helpful but not required beyond general understanding/familiarity. It is most critical to be able to parse out climate justice issues specifically from the broader category of equity and justice issues (to the degree that that is realistic, possible, and helpful).</b>
Q2	Is there an expectation for the consultant team to handle all related graphic design work (e.g. of workshop material, final report + materials), or is some support available from City of Vancouver?
A2	<b>Some minor support is available from the City but the expectation is that the consultant team lead and do the bulk of the graphic design work.</b>
Q3	If opportunities/needs come up from collaborators (CEWG or otherwise), is there a possibility to extend the project timeline? In the project milestones schedule outlined in the RFP, it looks like expectations are for the project to last from Jan - Sept, with a first draft of all content ready by February, and bulk of final content delivered by May. However, with a stated objective of co-creation and deep engagement, this does not feel like a realistic alignment to the process required to do this kind of work, so we are wondering about flexibility to shift these milestone dates.
A3	<b>The milestone dates can be adjusted. The timeline outlined in the RFP, with a substantial delivery in May, is desirable as it allows the Charter and associated tools to inform significant climate work underway now. Ideally, adjustments to milestones would be made maintaining that end date. There is also an option to front load the charter itself and then work on the companion pieces after the Charter has gone to Council, if that arrangement helps the timeline.</b>  If good process can't be done in timeframe outlined in the RFP, we welcome recommendations on what an appropriate timeline would look like.
Q4	What is the budget for this project?

A4	The City is unable reveal the budget for this project.
Q5	What is the rationale for not including public engagement as part of this process?
A5	<p>The Charter is about developing climate justice principles, articulating the importance of this work, and changing City processes to centre climate justice-in climate work. This focus of work on internal City processes and operationalizing equity is the primary reason broad public engagement was not included.</p> <p>Secondary reasons include challenges of engaging an exhausted public during a pandemic and the significant number of other City engagement efforts underway currently that are requesting time and effort of individuals and groups, particularly equity-denied groups. The Charter &amp; tools are expected to evolve as the City learns, so future engagement is possible and would be an important item to be noted in Part 3. Note that this response refers to general public engagement - targeted engagement with key organizations or people is something the City is open to as part of this process.</p>
Q6	Can current member of the Climate & Equity Working Group be involved with this RFP process and as the Consultant's team member for this project?
A6	No, current member of the Climate & Equity Working Group should not be involved with the RFP process and as the Consultant's team member for this project.