

**REQUEST FOR PROPOSAL (“RFP”) PS20211321
DEVELOPMENT OF CLIMATE JUSTICE CHARTER
QUESTIONS AND ANSWERS NO. 2**

ISSUED ON NOVEMBER 12, 2021

Q1	If the drafts of part 1 & 2 are due in Feb and the meetings with the CEWG are monthly, this implies only 1-2 meetings maximum before Parts 1 & 2 drafts are submitted for first review. Is this intentional or would there be a possibility to add in additional workshops to gather all perspectives before circulating for 1 st review as part of co-creation?
A1	<p>Staff can work with the consultant to draft a schedule that works. We are open to alternative schedules being proposed, ideally maintaining the end milestone if possible.</p> <p>It may be possible to add additional CEWG meetings - noting that the working group members are volunteers and may or may not be available. The City does have budget to provide honorariums to working group members for additional meetings and can propose them to the group.</p> <p>Also note that it is expected that discussions will continue and content will evolve beyond the February draft deliverable date; that milestone is an early progress check in rather than an expectation of final work.</p>
Q2	When referring to staff for reviewing the draft documents, who does this include and what would be the role of staff and/or Committees and what type of contributions are expected?
A2	<p>Draft material will be reviewed by the CJC Project Manager and key Sustainability Group Staff (including Green Buildings staff), key staff from Transportation Planning, and staff from Social Policy. Later, finalized material will need to be reviewed by more senior staff at the City.</p> <p>Questions posed to Council Advisory Committees is up to the consultant team and should be based on what contribution would be most useful given each committee’s area of focus/mandate and where there is room for their input to shape the CJC.</p>
Q3	What is the turnaround time for the staff to review and approve deliverables?
A3	Turnaround time will depend on the complexity of the deliverable. Staff are aware of the tight timeline proposed and would work to provide timely responses.

	Consultants are encouraged to indicate the time they've allocated for staff response so expectations are clear. Creating an agreed-upon timeline for will be a key first step in the project.
Q4	In Part B Scope of Work – Work Tasks and Deliverables, it appears Part 2 and 3 are the same, is this intended?
A4	“Part 2” refers to “Companion Pieces & Implementation Tools”. “Part 3” refers to “Governance and Implementation Recommendations” - see Part B Scope of Work section 3.3 for details. The work task is summarized the same for both: to develop, revise, and finalize, but the content of Part 2 and Part 3 will be quite different and so the steps needed to develop, revise, and finalize may be quite different for each also.
Q5	To what extent has any of the Theory of Change work begun and would you consider moving this component up in the timeline?
A5	The scoping work done to date has not included an explicit Theory of Change discussion. Staff can work with the consultant to draft a schedule that works, including moving this work up in the timeline.