

**REQUEST FOR PROPOSAL “RFP” NO. PS20211691  
PROGRAM COORDINATOR - DECRIMINALIZATION OF POVERTY**

**QUESTIONS AND ANSWERS NO. 1**

**ISSUED ON January 6, 2022**

Q1	Is the Community Advisory Group mentioned in the RFP already formed, or will this be an expectation of the proponent? If the group has not yet been formed we’d recommend extending the project timeline by one month, so that time can be dedicated to selecting members and supporting them to participate in the process.
A1	<b>This group is being selected by community members - the proponent will have to assist them in ensuring the group is representative of community needs, is relevant across the city and is manageable in size.</b>
Q2	<p>Could you please confirm the project timeline, and that the final report is due at the end of June 2022? The RFP states:</p> <ul style="list-style-type: none"> <li>• “Timing: January 2022 to 30 June 2022</li> <li>• Key deliverables: 1. A plan on how to complete the work by May 2022 that includes engagement with stakeholders across Vancouver”</li> </ul>
A2	<b>The key deliverable is a report with recommendations on how to decriminalize poverty with actions specific to things that the City of Vancouver can deliver on. The report is due to Council in June 2022 and will need to be finalized by end of May 2022.</b>
Q3	How will City staff be involved in the process? We would like to confirm who needs to sign off on key deliverables. Will staff review the project draft deliverables at key milestones to provide direction and input or is that the responsibility of the Community Advisory Group (or both staff and the Advisory Group)? Will there be a dedicated staff person attending Community Advisory Group meetings?
A3	<b>City staff will be assisting in reviewing existing reports, determining which recommendations from existing reports are relevant to the City of Vancouver and which are not and helping edit and provide input to the report to ensure the recommendations are within the scope of the City.</b>