

REQUEST FOR PROPOSAL “RFP” NO. PS20220035
CONSULTING SERVICES FOR PARK BOARD NEEDS ASSESSMENT

QUESTIONS AND ANSWERS NO. 1

ISSUED ON: February 25, 2022

Q1	<i>Please clarify the service offerings from the Vancouver Budget 2022 Service Plans, for this scope of work.</i>
A1	<p>The Vancouver Budget & 2022 Service Plans include the following categories:</p> <ol style="list-style-type: none"> 1) Strategic Operations & Board Relations; 2) Decolonization, Arts & Culture; 3) Parks & Green Spaces (Operations); 4) Recreation Services; 5) Business Services; and 6) Planning & Park Development.
Q2	<i>In Task 2, Does the City have a number of workshops/meetings/working groups that they anticipate being required or should we budget for a fixed amount and adjust as required (up or down?)</i>
A2	<p>For Task 2, please propose your approach with a defined number of workshops/meetings/working groups etc., and identify a unit cost to account for future refinements to scope/schedule.</p> <p>(This is in addition to the bi-weekly meetings that are to be included for each task - as indicated in Pricing Table A).</p>
Q3	<p><i>In Task 3, it mentions “(staff, processes, tools and funding)”, then “(staff, budget, systems/processes)”</i></p> <ol style="list-style-type: none"> a) <i>Does the City consider tools and systems to be the same thing?</i> b) <i>Budget and funding are both used, I am assuming the funding comes from the budget or is this also looking at sourcing funding options as an additional deliverable?</i> c) <i>For systems managed by the City of Vancouver (if managed separately from Board of Parks and Recreation), would an analysis of those fall under optional scope of work, as it is identified as a challenge in section 3.3 or part of the main proposal?</i> d) <i>Is this the correct breakdown of current systems/tools by responsibility?</i>

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	<i>Are there any other systems that are missing? Or do you have a list of systems/tools that you could share?</i>
A3	<p>a) Tools and systems are likely different, but may be linked in some instances.</p> <p>b) ‘Budget’ is generally used to indicate financial resources allocated for a specific purpose, or working within financial constraints, ‘funding’ is more general and may include considerations of sources or rules around how monies can be spent. We need to consider the funds we can access, flexibility/restrictions associated with the funds, and how we develop our budgets as part of this project.</p> <p>c) If the systems managed by the City directly impact operations and initiatives for Parks and Recreation staff, they should be in-scope. If there is uncertainty, please estimate time and costs as a separate line item and include it in Pricing Table B - Separate Prices (Optional Scope).</p> <p>d) The proponent should develop the framework for articulating and assessing current state. The description in the RFP provides examples, but it is not exhaustive.</p>
Q4	<i>In Task 4, what level of detail is expected to be included in the budget?</i>
A4	The level of detail will vary depending on the needs of the business/stakeholders. The proponent is expected to provide a level of detail that will appropriately inform decisions.
Q5	<i>In Task 4, as the number of recommendations is unknown, for scoping purposes would it be helpful to put a set number of hours toward this activity and adjust as needed, would the City prefer a cap on the number of recommendations that get detailed out versus just listed or other?</i>
A5	Assume 40 hours for Task 4 - Gap Analysis and Recommendations

END OF Q&A No. 1