

## ADDENDUM A-01

Project:	<b>Request for Proposal – Drumheller Community Social Needs Assessment</b>
Addendum:	<b>A-01</b>
Date:	<b>November 10, 2022</b>
Location:	<b>224 Centre Street, Drumheller, Alberta</b>

### To All Bidders:

**1. General**

- 1.1. This addendum shall be read in conjunction with the Specifications prepared for the Request for Proposal – Drumheller Community Social Needs Assessment.
- 1.2. Where inconsistent with the above, this addendum shall govern. This addendum forms an integral part of the Contract Documents and shall be included therein.
- 1.3. No consideration shall be allowed for increases (extras) to the CONTRACT PRICE due to failure of the Contractor or Subcontractor not being familiar with this addendum.
- 1.4. The Bidder shall insert in the Tender Form the number(s) of the addenda received by them during the tendering period and taken into account by them in preparing their tender.

### 1. QUESTIONS AND ANSWERS

**Question 1.**

What is the budget for this project?

**Answer 1.**

We have a budget for this project. Should the successful Proponent's pricing exceed the approved budget, we will explore our options for this project including seeking approval for a budget increase

**Question 2.**

What is expected of the Proponent in terms of engagement? Page 2 says that the scope does not include undertaking community engagement; page 12 has Phase 3 of the proposed timeline as community engagement by the Town; however, page 8 #2 d asks for 'proof of worker experience planning/ delivering community engagement'. Is the Proponent required to contribute to the engagement planning and delivery process in anyway, or will that be entirely conducted by the Town?

**Answer 2.**

The community engagement will be planned and conducted by the Town. The Proponent is not required to plan or undertake any of this engagement. Instead, their role will be to analyze and synthesize this data to develop the CSNA report.

**Question 3.**

If there is engagement to be conducted by the Town, what is the timeline and scale of the engagement?

**Answer 3.**

Community engagement that the Town will undertake is as follows. It is understood that the timelines may have to be adjusted as the successful Proponent is onboarded:

**Phase 1 – late November 2022**

- Open House (with 2 other Town projects) to launch the project
- 3x community workshops using a World Café model
- 2x youth workshops will be conducted in the schools
- 1x workshops will be held for older adults at Sunshine lodge
- 1x workshop with agencies/service providers using World Café model
- A community survey (running Nov 22, 2022-Jan 3,2023)
- An agency survey (running Nov 22, 2022-Jan 3,2023)

**Phase 2 – Jan/Feb**

- A Task Force meeting with agencies to review the key findings of the ‘What We Heard’ report. Participants will discuss solutions and actions to address the identified needs from phase 1 and consider prioritization.
- A Dotmocracy exercise with the public in an Open House format at the Family Day Unplugged Event to support prioritization of actions identified.

**Phase 3 – March**

- Council presentation and ratification
- Inform the public of the outcome online and at the Spring Expo

**Question 4.**

Page 11 item j lists a deliverable as identifying ‘funding sources to support identified actions’. To be clear, these funding sources would be to support the actions identified as part of the Community Social Needs Assessment, and not to perform any of the work as described in the RFP?

**Answer 4.**

Correct, the funding sources would be to address actions identified in the CSNA.

**Question 5.**

Can you share the 2017 Community Social Needs Assessment with us including the data?

**Answer 5.**

The 2017 Community Social Needs Assessment data is attached as follows:

- A summary of the public survey data – does not include answers to questions with identifying comments.
- A summary of the agency survey – does not include answers to questions with identifying comments.

Notes:

- The data gathered from the 2017 public and agency workshops is not available at this time.
- The 2022 public and agency surveys are much shorter. They will go live on November 22, 2022.

**Question 6.**

Can you share the 2022 community engagement strategy/activities and what you heard summary?

**Answer 6.**

- An overview of the community engagement that will take place in 2022/2023 is noted in Answer 3.
- The 2022 'What We Heart Report' is a deliverable of this RFP (see Schedule B section 3c).

**End of Addendum A-01**