

## NOTICE TO POTENTIAL PROPONENTS

### ADDENDUM 1

To all Bidders:

The following changes, additions, and/or deletions are hereby made a part of RFP Documents as fully and completely as if the same were fully set forth therein:

Project Name: Drumheller Community Poverty Profile and Analysis	
Date: February 17, 2023	
Item	Detail
<b>A1.1</b>	<p><b>Clarification on Scope</b></p> <p>To better clarify the scope of this project, please see the following:</p> <p><b>Question 1.</b></p> <p><b>What type of engagement do you foresee with local Indigenous governments? Will Town staff lead this process? Will any support be needed by the consultant team?</b></p> <p><i>Answer 1.</i></p> <ul style="list-style-type: none"> <li><i>a. Per Schedule B, Section 3ai of the RFP we expect the successful proponent to plan, and collaborate in the delivery of community engagement using IAP2 practices and values to inform the project. The proponent will be provided access to the Town's online engagement platform 'Citizen Lab' to support this.</i></li> <li><i>b. Per Schedule B, Section 3aii of the RFP we expect this engagement to, "...include those with lived or living experience of poverty and to actively seek to include members of equity-seeking groups and a wide range of demographic segments, including but not limited to persons with disabilities, visible minorities, older adults, youth, newcomers, 2SLGBTQ+ and Indigenous peoples".</i></li> <li><i>c. The Town foresees engagement with the Indigenous community to primarily include efforts to reach the local Indigenous population and connecting with local Indigenous groups (details will be made available to the successful proponent). Where it is deemed helpful, it may include connection with Siksika First Nation located 140 km south of Drumheller.</i></li> <li><i>d. Per Schedule B, Section 3 the Town expects the successful proponent to lead the planning of community engagement (including communications and scheduling) and to support the delivery in collaboration with the Project Team and Steering Committee, using IAP2 practices.</i></li> </ul> <p><b>Question 2.</b></p> <p><b>Do individuals need to sign up for an account on Citizen Lab in order to respond to surveys and participate in engagement activities, and unless they change their settings, their name, photo, and bio would be visible. Are there alternative options to participate in engagement activities using the Citizen Lab platform without having to create an account? (We recognize that poverty discussions may be sensitive, and our goal is to encourage participation by limiting barriers to participate in a safe and confidential environment).</b></p> <p><i>Answer 2.</i></p> <ul style="list-style-type: none"> <li><i>a. Yes, it is possible to develop a survey or other form of engagement in Citizen Lab that is accessible to participants without the need to register on the platform (create an account) and/or develop a profile. This is important to facilitate participation in a confidential environment. The recent Community Social Needs Assessment (CSNA) survey was located on this platform and did not require an account to participate.</i></li> </ul>

**Question 3.**

As described in the RFP, we understand that the Town is undertaking a Community Social Needs Assessment. From an online search, we understand that the Community Social Needs Assessment completed in 2017 covered a range of topics including issues such as housing and homelessness, working poverty, victim services, and mental health. Is it possible to request a copy of the 2017 Community Social Needs Assessment?

**Answer 3.**

*There is no final report available for the 2017 CNSA. A presentation was delivered to Council outlining overarching needs and actions. This is a public record and available, however it is 6 years old. The successful proponent would have access to the 2017 raw data if they felt this would support their work, in addition to the new 2023 CSNA data.*

**Question 4.**

To what extent do you anticipate there to be overlap with the poverty-related components within the Community Social Needs Assessment that is underway? (We are cognizant of engagement fatigue among stakeholders and want to highlight in our proposal areas for activity alignment).

**Answer 4.**

*Poverty and related issues are likely to be identified as social needs in the 2023 CSNA. However, that is not the primary focus of the CSNA. We do not anticipate any overlap in engagement between the CSNA (community engagement will be completed by the end of February 2023) and the engagement needed for the Poverty Profile. It is worth noting that there has been significant community engagement in the past 6 months (for various Municipal and non-Municipal projects) and that this will need to be considered when developing the engagement for the Poverty Profile.*

**Question 5.**

Does the Town of Drumheller have an estimated budget for the Community Poverty Profile and Analysis?

**Answer 5.**

*The approved 2023 Capital Budget is a public document. The allocated funding for this project is up to a maximum of \$35,000.*

**Attachments:**

NONE