
ADDENDUM NO. 1
WINDSOR ESSEX HOUSING AND HOMELESSNESS PLAN (HHP) CONSULTANT
RFP NO. 169-18

November 6, 2018

This addendum amends and forms part of the Proposal Documents. The Proponent shall insert the addendum behind the cover page of the Proposal Documents.

Questions and Answers

1. With regard to the review of the current state of homelessness and housing (p. 10 of the RFP scope of work 6.2.2) and completing an analysis of the current state through a review of data (6.2.5), are you expecting a review of the current state similar to what was done for the Background Report for the Housing and Homelessness Plan in 2014 or is the expectation that the consultant will undertake a more thorough housing and homelessness needs assessment similar to what was done for the Windsor HARS Special Initiative Study Background Report 1 in 2010?

Answer: A thorough housing and homelessness needs assessment to reflect the current landscape is required.

2. Related to the first question, if the expectation is for a more thorough needs analysis, is there any flexibility in timelines given that the turnaround time for Statistics Canada special data orders (which was used for the 2010 report) about 8-10 weeks?

Answer: The timelines are fairly restrictive; however may be discussed to determine if limited flexibility can be given

3. With regard to the community-wide consultations (6.2.4 in the scope of work), are you expecting the consultant to undertake community consultations in all nine communities in addition to sessions with people with lived experience and stakeholders or is there flexibility to combine some of the community consultations?

Answer: Community consultations of the entire region are required with a variety of stakeholders, community agencies, persons with lived experience, etc.; there is flexibility in how these are conducted.

Except for the contents of this addendum, all other terms and conditions of this proposal remain the same.

END OF ADDENDUM NO. 1

Yours truly,

THE CORPORATION OF THE CITY OF WINDSOR

Elaine Castellan

Elaine Castellan
Purchasing Supervisor

EC/js
Attach.

**ADDENDUM NO. 1
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RFP NO. 169-18**

November 6, 2018

I hereby acknowledge receipt of Addendum No. 1 to the RFP No. 169-18 (3 pages).

The information contained therein is hereby noted and account of same will be taken in our proposal cost.

This information was received on the _____ day of _____, 20_____.

Signature

Name (Printed)

Company Name

***NOTE: You are required to acknowledge this addendum with your submission.**

**PLEASE FAX BACK TO (519) 255-9891 OR E-MAIL @ purchasing@citywindsor.ca
SIGNED ACKNOWLEDGEMENT SHEET ASAP**

Attn: Purchasing Department