

August 7, 2020

ENQUIRIES AND RESPONSES #1
NWRFP-20-16
Diversity, Inclusion, Equity, And Anti-Racism Framework
New Westminster, BC

ANSWERS TO SUBMITTED QUESTIONS

- Q1 What is the size of the City of New Westminster workforce? Of the police service (sworn and civilian)? And the fire service?
- A1 There are currently 1,395 active employees including auxiliaries. Included in this total are:
- 100 employees in Fire (92 FT, 7 TFT, 1 Aux)
 - 144 Police Sworn
 - 49 Police Civilians (31 FT, 18 Auxiliary)
- Q2 What are the opportunities for police service hiring in the next 5 years? How many retirements are expected? What growth/retraction in personnel is expected to address changes in demand?
- A2 This information will be provided to the successful proponent, as requested/required.
- Q3 Does the City of New Westminster Human Resources department serve the Police and Fire & Emergency services or do the services have their own HR?
- A3 The CNW HR Department provides HR support to Police and Fire.
- Q4 What information is available regarding the demographic (diversity) composition of the current City, Police and Fire personnel?
- A4 Available demographic information, such as gender and age, will be provided to the successful proponent.
- Q5 What work concerning Diversity Inclusion Equity (DIE) has been done to date in the City, police and fire services? Which City department initiated and conducted this work? What departments were/are involved?
- A5 New West Fire & Rescue Services hosted a Diversity symposium in 2019. CNW HR, members of CNW Council, and representatives from various local Fire Departments attended the symposium. The focus of the workshop was to explore the various barriers that may be in place for women and minority groups wanting to work in the fire service. We have retained a consultant to work on Reconciliation.
- Q6 What City or Police/Fire internal resources are available to work on the DIE Framework project?
- A6 The City will work with the successful proponent on what internal resources are requested, based on the proponent's detailed work plan.

- Q7 What internal resources are available to implement the DEI Framework? This may include, e.g., HR, recruiters, staff responsible for accessibility and accommodation, staff who respond to human rights complaints, training staff.
- A7 The framework implementation phase has not been resourced to date. The City will work with the successful proponent on implementation planning and required resources.
- Q8 How will the City and Police Department organize themselves to participate in this project?
- A8 The City will work with the successful proponent on the appropriate/recommended role for City and Police staff in this project.
- Q9 In what ways is it anticipated that there may be different deliverables for each of the City and Police Department?
- A9 The City expects that proponents would recommend any additional/departments-specific deliverables based on best practices and their expertise.
- Q10 In what way does the City foresee the participation of CUPE 387 in the development of the Framework?
- A10 The Employer works collaboratively with CUPE and the union would be invited to participate as appropriate.
- Q11 How is the City defining "diversity" (specifically when referenced in section 1.2 of the RFP)?
- A11 The City does not have an official definition of diversity and the Framework should include a glossary of key terms.
- Q12 Although there is no project end date stated in the RFP, what other initiatives is the City working on that would benefit from this Framework being completed in a certain timeframe and what might that timeframe be?
- A12 The City expects that proponents will advise on what other initiatives would benefit from this framework.
- Q13 It appears the Social Equity Plan was put on hold. When is it anticipated to start again?
- A13 The Social Equity Plan continues to be on hold due to Council's strategic planning as well as the City's COVID-19 pandemic response. The anticipated restart date is unknown.
- Q14 What is the expectation for public engagement, specifically with Black and Indigenous communities regarding defunding the police?
- A14 Public engagement on police reform is not included in the scope of work for this RFP. This work is being undertaken separately from the Diversity and Inclusion Framework.
- Q15 As per section 1.5, it states that the "Estimated budget for 2020 is \$80,000.00 for the initial work outlined in this RFP; for additional work in 2021 or beyond, or where additional scope of work is required, the City will increase the budget amount through negotiations with the Lead Proponent". Is \$80,000 the budget available until the end of December 2020?
- A15 Yes.
- Q16 As well, what is your fiscal year end date?
- A16 December 31, 2020

Q17 Our references are outside of British Columbia – we have strong references in western, central and eastern Canada, just not specifically BC. Is the BC reference a pre-requisite? Does this mean we cannot bid? Can you please clarify?

A17 References within Canada are acceptable.

END of Enquiries and Responses

Yours truly,

A handwritten signature in blue ink, appearing to read 'Patrick Shannon'.

For
Patrick Shannon, SCMP
Purchasing Manager