

Solicitation # P2400147, Questions

1. How should interested parties address remuneration in their bids, as it is not mentioned in the tender?

The Board will pay invoices within 30 days of receipt at a hourly rate of \$60.00/hr inclusive of travel time as well as travel expenses in accordance with the NJC. This per diem rate has been established for all Cultural Advisors currently under contract with the Board.

2. Should respondents include their per diem fees and estimated expenses in their submissions?  
See answer to question 1.

3. When will the contract be awarded, considering the tender specifies a starting date of December 1, 2023, but does not mention the award date?

The possibility of a contract award would be based on the appropriate contractor being found.

4. Will PBC provide the necessary security clearance?

Yes.

5. Are there any additional expectations for respondents?

The expectation to submit as a respondent is the following:

- A letter of interest of no more than 2000 words clearly demonstrating how the required experience and qualifications are met.
- A resume or CV

6. Regarding the seven listed provinces requiring services of the Cultural Advisor for Black Offenders, will travel outside the assigned region be necessary, or can servicing be done virtually?

The successful Contractor may be requested to participate in other PBC regions however generally a Contractor would be expected to work within an assigned region. Virtual participation may be possible however this is at the discretion of the Board and in-person is usually preferred.

7. If travel is required, what is the estimated travel commitment within the assigned region?

Travel is expected, however the frequency of travel would depend on the hearing location and if the request was made by the offender.

8. Will out-of-region offenders be serviced exclusively through virtual means?

A Cultural Advisor is expected to work within the region to provide services as required.

9. Is this position classified as a consultant or an employer-employee relationship?

Consultant. (on contract)

10. What type of working relationship will be established: employee-employer or consultant?

Consultant. (on contract)

11. If recognized as a consultant relationship, how frequently will the consultant's services be required?

As and when required. The frequency is determined by Offenders applying for a culturally responsive hearing.

12. Who determines the time commitment for this position?

The Board will predetermine the estimated time commitment for task. This will be communicated approximately 1 month in advance and work with the Consultant to ensure the time allotted is appropriate.