

# **PITTSBURGH LAND BANK**

**REQUEST FOR PROPOSALS (RFP)**

**QUESTION AND ANSWER**

**Released: Tuesday, November 29, 2016**

**COMMUNITY ENGAGEMENT**

**&**

**MEETING FACILITATION**

**RFP Issue Date: Friday, November 18, 2016**

**Proposal Due Date: FRIDAY, DECEMBER 2, 2016, 12PM ET**

## QUESTIONS AND ANSWERS:

**Q: Were any addenda issued as of 11/28/16?**

*A: No. There have been no addenda to the original RFP, released on November 18, 2016.*

**Q: Can the URA provide policies and procedures in advance / electronically so we can frame how we would engage the public?**

*A: The Pittsburgh Land Bank (PLB) is currently working on its Draft Policies & Procedures as required to be completed before community engagement per the creating legislation. Once complete, they will be released for public review and input. Much of the scope of the RFP is to provide guidance to the PLB Board on the process of releasing and distributing this Draft document to the public once it is complete and assist in revising the Policies & Procedures in light of community input. It is important to have engaged a Consultant in advance of releasing the Draft Policies & Procedures so that they may assist in informing the dissemination and be on board to capture all of the input received from the time it is released.*

**Q: What type of input are they looking for around policies and procedures? Are they looking just to inform people what the procedures are? Or are they looking for input on specific areas? Has it been defined which policies or procedures might be in flux? Or are they just looking to ratify them?**

*A: The PLB Board will be looking for input from the community to its Draft Policies and Procedures. There will likely be specific areas where additional input is requested. The entire Draft Policies & Procedures document that will be distributed publicly for input is a draft that may be amended.*

**Q: Is the purpose of the engagement primarily informational to fulfill legal obligations or are there policies that are still under development?**

*A: As set forth in the ordinance, a Draft Policies & Procedures document will be distributed for input and feedback. It is still under development and will be an open process.*

**Q: Is this process about the logistics of how the Land Bank works internally, or how it generally addresses/reflects community priorities?**

*A: Ideally, it will address both.*

**Q: What is the purpose of ongoing engagement after that?**

*A: Generally, the purpose of ongoing community engagement of the PLB is to ensure public and transparent processes.*

**Q: Is this process intended to set the stage for how the Land Bank will work with communities in the future?**

*A: No. This is a self-contained RFP.*

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