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THE ST JOHN'S CO-CATHEDRAL FOUNDATION

Date: 28<sup>th</sup> September 2018  
Ref: STJCF008/18  
Re: Project Coordinator Service  
Clarification N<sup>o</sup>: 1

The Project Coordinator **may be required to be available for an average 15 hrs per week**, when and as required by the Project Leader. The Project Coordinator is to respond with urgency when required and not more than 1 working day. The hours per week may vary and the Coordinator may also need to input additional hours in any given week according to the needs of the Project as instructed by the Foundation.

The intended commencement date is the date of the last signature on the contract, whilst the period of execution will be that of two (2) years from this date. As a result, subject to early termination, the contract period shall be for 2 years. This is expected to be the project implementation period, during which the works at the Caravaggio Centre and the restoration of the Silver Vaults will be taking place. As previously noted, the Project Coordinator will need to be available for an average of 15 hrs per week, on days as agreed with the Foundation. **However, the Foundation reserves the right to increase or decrease the hours when as required by the exigency of the project.**

#### Question 1

With regards to the above hours that are not specified to be fixed and that can be increased or decreased as required, how can the below Performance Guarantee be calculated?

1. The Project coordinator may be required on an average of 15 hrs per week when and as required by the Project Leader. For example, in any given week more than 15 hrs may be required followed by a week where less hours are required. In any given month the hours would be approximately 60hrs. Therefore, the performance guarantee could be calculated.

#### Question 2

On the same lines of not having fixed hours for the contract, what monthly progress report should be presented for payment outlining progress and milestones achieved if it is based on the exigency of the project and if may be required?

1. The report may be submitted monthly or as necessary and required.

