



Request for Proposals # 274-DEI2024-01

ADDENDUM No. 1

Title: Disparity Study Implementation Plan Development and Implementation Assistance

Due Date: January 2, 2024, no later than 5:00 PM EST

LATE PROPOSALS WILL NOT BE ACCEPTED

Issuing Department: Office of Equity and Inclusion

Direct all inquiries concerning this RFP to:

Lekesha R. Shaw

MWBE Program Manger

Email: Lekesha.Shaw@raleighnc.gov

City of Raleigh
Request for Proposals #274-DEI2024-01
Disparity Study Implementation Plan Development and Implementation Assistance
Addendum #1

Issue Date: December 18, 2023

To: All Proposers

This addendum, containing the following additions, clarifications, and/or changes, is issued prior to receipt of proposal packages and does hereby become part of the original Request for Proposals (RFP) document and supersedes the original RFP document in case of conflict.

Receipt of this addendum must be acknowledged by signing in the area indicated below. Please make the following additions, clarifications, and/or changes to the RFP as listed below and **sign and return this addendum with your proposal package.**

The information provided in the following “Questions & Answers” is hereby incorporated into the Request for Proposals:

1. How many firms can be contracted for this RFP?

Answer: The City anticipates a single award for the services. If multiple firms are working together via a partnership or some other arrangement, a single firm must submit the proposal.

2. Does the consultant need to facilitate any discussion with or decision by the City of Raleigh regarding implementation of recommendations from the disparity study?

Answer: The contracted firm will be regarded as subject matter experts on industry best practices. While this is a collaborative effort between the MWBE team, the consultant, and the City of Raleigh, final decision on implementation strategy will rest with City Leadership and Council.

3. Has the City of Raleigh developed a budget for a diversity supplier program?

Answer: There is an existing program. However, improvements to the overall program and policy will be part of the implementation strategy moving forward. Therefore, additional costs will be considered and reviewed.

4. What priorities does the City of Raleigh intend to implement immediately?

Answer: Race- and gender-conscious goals are a top priority, particularly the plausibility of expanding these goals to better align with the findings of the Disparity Study.

5. Must questions be submitted in writing and by when?

Answer: Yes, questions must be submitted in writing. The deadline for question submittal is Tuesday, December 12, by 5:00pm EST. The City of Raleigh intends to respond to submitted questions by Monday, December 18, by 5:00pm EST.

6. When will the recording of this meeting be made available?

Answer: Recordings containing questions have typically not been shared. However, staff captures all questions and provides responses to each question in an addendum to the solicitation.

7. Is there a preference for firms that have a presence and/or familiarity with the City of Raleigh?

Answer: No. Locality preference language is absent from the solicitation.

8. Should firms be familiar with the existing challenges small businesses face in the City of Raleigh?

Answer: No. Such challenges are identified in the disparity study recently conducted. The purpose of this solicitation is to assist the City of Raleigh with its implementation strategy per the recommendations cited in the disparity study. That said, certain expertise and familiarity with the City of Raleigh can support an affirmation of working with diverse communities which factors into the overall scoring criteria.

9. Must financial statements be audited as a requisite to RFP participation and consideration?

Answer: Audited financial statements are encouraged. If not available, the City welcomes all evidence which would support the company's good standing and the ability to complete the work required by this solicitation.

10. Is there a tentative budget for the scope of work?

Answer: Budget for solicitation is not shared in advance. Scope of work and/or cost will be discussed with the selected firm during negotiations.

11. How does the City of Raleigh currently capture MWBE participation in city contracting?

Answer: Currently, utilization data is entered manually using the City of Raleigh's internal finance system (PeopleSoft). Third-party platforms such as PRISM and B2GNow are not in use. However, reforms to existing data collection tools and processes are under consideration.

12. The eVP details state that the pre-proposal conference held on 12/5/23 was mandatory.

However, the table in Section 1.3 and information in Section 1.4 does not indicate that the pre-proposal conference was mandatory. If we did not attend the pre-proposal conference, are we still eligible to submit a response that will be accepted by the City?

Answer: The pre-proposal conference was not mandatory. Those who did not attend the pre-proposal conference are eligible to submit a response that will be accepted by the City.

13. What is the budget for this engagement?

Answer: Budget for solicitation is not shared in advance. Scope of work and/or cost will be discussed with the selected firm during negotiations.

14. Section 2.1, Item 3 – Financial Information (pg. 8) – can you elaborate on how having detailed financial information will help in the evaluation of qualifications for this solicitation? What is the inherent risk the City desires to prevent?

Answer: Reviewing detailed financial information will allow the City to assess whether the Consultant has the necessary resources to complete the scope of the contract.

15. Is there a page limit?

Answer: There is no minimum or maximum page limit to the response, however, the Offerors shall provide a response sufficient to demonstrate their ability to successfully complete the work that's requested by this solicitation.

16. Is the firm that conducted the disparity study eligible to be awarded this agreement?

Answer: Yes.

17. For budgeting purposes can all meetings be conducted virtually? If not, what meetings are intended to be in person?

Answer: While meetings can be conducted virtually, in-person meetings would be required as directed by the City.

18. In Section 1, is it expected that the Consultant do an independent review of the City's policies, or can it rely on the policy chapter in the disparity study?

Answer: At a minimum, Procurement and MWBE policies should be reviewed for the Consultant to make the connection between the policy chapter in the disparity study and program policies.

19. In Section 1.4, in terms of conducting the benchmarking, is it expected that the Consultant would compare the data from various programs or just the programs and policies themselves?

Answer: At a minimum, the Consultant would be expected to compare the processes, programs, and policies of peer organizations.

20. For assessment and possible training purposes how many people are in the procurement dept? How many in construction facilities and design department?

Answer: The City's procurement model is decentralized / hybrid. Each department within the city has established a procurement structure based on their needs.

21. Section 1.8 states that an actionable implementation plan must be provided within 60 days contract start date; however, however the items listed before it in this section that would require a significant amount of time to review, access and understand before the City could make decisions on the actionable items it would like to address & implement. What do these

plans refer to? More specifically, do these actionable items refer to how the consultant will address items 1.1 thru 1.7 or something else? Furthermore, Section 2.2 states a requirement for project management for an unspecified period. What type of technical assistance is required and for how long?

Answer: Currently, the assessment and project plan are due within 60 days of the contract award. Any future tasks or projects will be determined by the City upon review of the actionable implementation plan.

22. Can the entire project be performed remotely?

Answer: While meetings can be conducted virtually, in-person meetings may be required as determined by the City.

23. Section 1.9 states communication with City of Raleigh employees is forbidden, but Jefferson Wells is coordinating answers to question from City of Raleigh leaders on another yet-to-be-awarded RFP. Is that limited purpose communication permitted?

Answer: Any inquiries related to this, and any other city-issued Solicitation should be directed to the individual indicated as the solicitation cover page. For the Request for Proposals # 274-DEI2024-01, Disparity Study Implementation Plan Development and Implementation Assistance, all inquiries should be directed to:

Lekesha R. Shaw, MWBE Program Manager

Email: Lekesha.Shaw@raleighnc.gov

24. Section 2.1 states “hourly rates shall be fully burdened to include all costs, all applicable overhead and profit (including lodging, meals, and transportation). Attach any additional pricing details.” Does the City of Raleigh request a breakout of travel expense projections and amounts?

Answer: Please see the attached revised Proposal Cost Form.

25. Has the City of Raleigh had audit findings from external parties? For these findings, has any remediation has already occurred?

Answer: The City has not been audited on any of the initiatives. However, with the intent to improve the processes and better serve the community, the City has engaged Consultants throughout the years to provide assessments.

26. Does the City of Raleigh collaborate with other nearby cities regarding collaboration in intentional efforts to develop a world class inclusive business plan?

Answer: The City continuously follows the industry standards and is conducting benchmarking with peer entities.

27. Has the City of Raleigh gathered names of MWBE and DBE firms, which have previously been awarded work through the City of Raleigh NC, either as prime contractor or subcontractor?

Answer: The City collects the MWBE information as part of the supplier registration process and the information is gathered by the MWBE office through the mandatory reporting process.

28. Does the City of Raleigh NC currently have an operational handbook including policies, procedures, and forms, to be updated by the selected vendor?

Answer: Yes.

29. Has the City assigned a team, task force or steering committee to govern the implementation, recommendations and observations found as part of the project?

Answer: Yes.

30. What systems or applications are being used to house, manage, and maintain vendors and inclusion information?

Answer: PeopleSoft, Excel, and eBuilder.

31. The contract term is for two (2) years with an additional 2-year term. Must implementation of key tasks and policy recommendations occur within initial 2-year term?

Answer: The timelines will be determined collaboratively between the City and the Consultant after the Consultant presents the initial plan.

32. Does the City currently have procurement, bidding and award policies that are distinct to the City? Or are state policies utilized to govern?

Answer: The City follows both State of North Carolina law as determined by general statute and internal policy guidelines.

33. Will a copy of the recording for the pre-proposal conference be provided?

Answer: The pre-proposal conference was held on Tuesday, December 5, 2023, at 11:00AM EST. The meeting was held via Microsoft Teams for a duration of 1h 1m 49s. All questions during the pre-proposal conference were recorded and answered in the RFP Addenda. In addition, attached is the list of attendees.

All other requirements and information remain as stated and required in the initial Request for Proposals #274-DEI2024-01.

Sign below and return this addendum with your proposal response.

Proposer Name and Company_____ **Date**_____

Signature_____ **Title**_____

APPENDIX I rev 1
PROPOSAL COST FORM

RFP No. 274-DEI2024-01
Disparity Study Implementation Plan Development and Implementation Assistance

The awarded Contractor shall provide cost for the services as set forth in this RFP, Section Four (4) Scope of Services, as follows:

1. Pre-Planning and Implementation Plan Creation

An Actionable Implementation Plan within 60 days from the contract start date:

Total Amount: \$ _____

2. Specific Tasks / Deliverables: Will be determined by the City upon review of the Actionable Implementation Plan

Staff	Hourly Rate
Consultant	\$ _____ /hr
Project Manager	\$ _____ /hr
Support Staff	\$ _____ /hr

Firm Name: _____

Authorized Signature _____ Date _____

Signed by: _____
[Type or Print Name]

Title of Signer: _____

1. Summary

Meeting title	Pre-Proposal Conference - Solicitation No: 274-DEI2024-01DisparityStudy
Attended participants	21
Start time	12/05/23, 10:42:14 AM
End time	12/05/23, 11:44:03 AM
Meeting duration	1h 1m 49s
Average attendance time	34m 53s

2. Participants

Name	First Join	Last Leave	In-Meeting	Email
Sostaric, Ana	12/05/23,	12/05/23,	45m 42s	Ana.Sostaric@raleighnc.gov
Shaw, Lekesha	12/05/23,	12/05/23,	47m 29s	Lekesha.Shaw@raleighnc.gov
Torres, Maria	12/05/23,	12/05/23,	47m 17s	Maria.A.Torres@raleighnc.gov
Adderley, Pam	12/05/23,	12/05/23,	45m 2s	Pam.Adderley@raleighnc.gov
Puckett, Alisha	12/05/23,	12/05/23,	44m 59s	Alisha.Puckett@raleighnc.gov
Jemison, Courtney	12/05/23,	12/05/23,	44m 33s	courtney.jemison@raleighnc.gov
Emma Browning	12/05/23,	12/05/23,	30m 28s	ebrowning@paradoxcp.com
Kenya Smith	12/05/23,	12/05/23,	28m 41s	ksmit487@uncc.edu
Chiana Grant	12/05/23,	12/05/23,	42m 42s	chiana.grant@kcconsultinggrp.com
Inga Kennedy	12/05/23,	12/05/23,	22m 27s	inga@peqatl.com
Chandler Posey	12/05/23,	12/05/23,	42m 39s	cposey@paradoxcp.com
John Ham	12/05/23,	12/05/23,	42m 21s	jham@theinstitutenc.org
sequoya	12/05/23,	12/05/23,	21m 5s	
Katherine Nobles	12/05/23,	12/05/23,	42m 6s	knobles@paradoxcp.com
Karriem Kanston	12/05/23,	12/05/23,	41m 46s	kkanston@waketech.edu
Tisha Lowe (Guest)	12/05/23,	12/05/23,	41m 32s	
Dylan Fisher	12/05/23,	12/05/23,	41m 13s	
Dr. Ashley Gaddy Robbins	12/05/23,	12/05/23,	6m 37s	
Susan Johnson	12/05/23,	12/05/23,	26m 12s	susan@gspclaw.com
Meyakka Sturdivant	12/05/23,	12/05/23,	6m 56s	msturdivant@guilfordcountync.gov
Renee Jones	12/05/23,	12/05/23,	20m 41s	renee.jones@allfor1.rocks