

City of Charleston
Procurement Division

75 Calhoun Street, Suite 3500
Charleston, SC 29401



ADDENDUM #1 Q&A

T: (843) 724-7314

F: (843) 720-3872

DATE: September 12, 2023
TO: All Bidders
FROM: Robin B. Robinson
RE: 23-P027R – Diversity Equity and Inclusion Assessment for CFD

This addendum #1 to the solicitation is being made for the following reasons:

Q-1 What is the budget for the DEI Assessment?

A-1 That information is not available.

Q-2 Our inclusion assessment report is considered confidential to the organization, which is clear to employees during the course of the survey and any interviews/focus groups we conduct. As such, would the Department be open to sharing an executive summary with the wider public, as referenced in the fifth deliverable, page 4 of the RFP document?

A-2 Yes. We would anticipate specific information from surveys or focus groups would be non-descriptive or remain confidential, within the scope of the applicable disclosure laws, and then share executive summary information.

Q-3 What does “bound” mean? The RFP states “Nine (9) bound, double-sided Proposals”.

A-3 The proposals can be bound by any method of your choosing; however, preferably not paperclip, rubber band or such.

Q-4 Should the paper copies have the cost included or not?

A-4 Please put the cost in an envelope separate from the packaging of the proposals.

Q-5 Mail or Hand-Delivery: Based on the Minority-owned / Small Business question on page 1, the City of Charleston seeks to ensure that such organizations submit proposals to be considered for this work. However, we noted that proposals are only being accepted via mail or hand-delivery – which is cost prohibitive and exclusionary compared to electronic mail (with confirmation, which is free). Is there a rational discrepancy? Would electronic mail be acceptable for this proposal?

- A-5** No, we only accept proposals via your choice of mail carrier (USPS, FedEx, UPS, etc.) or hand-delivered.
- Q-6** **Under the Scope of Work in Section 2, there is mention of creating a training regimen. Would this entail writing a curriculum? Would the curriculum be delivered by the awardee and/or others multiple times?**
- A-6** This training regimen includes identifying programs and content for the groups identified. This may include a recommend series of established programs and content, creating outlines to conduct more specific training, or other materials that the vendor believe would be appropriate to enhance our training effort. Delivery of the content is outside the scope of this RFP.
- Q-7** **Timeline: Within the RFP, it is noted that the timeline for this project is 6 months. Based on our years of experience, the stated Scope of Work including community surveys, and most firms serving more than one client at a time, will require a longer timeline. How far might this timeline be extended?**
- A-7** There have not been any discussions regarding extending the timeline. You are encouraged to articulate in your submittal your ability to meet the timeline. Alternate timeline proposals may be include and can be, but are not required to be, considered by the selection panel.
- Q-8** **Formal Presentations/Interviews: If shortlisted, will formal presentations/interviews be in-person or virtual?**
- A-8** If the committee elects to request presentations, both in-person and virtual will be acceptable.
- Q-9** **Proposal Evaluation Criteria Factors: The RFP notes, “Evaluation and study completed within 60 calendar days of the contract, production of a final report within 120 calendars of the contract.” This is inconsistent with the previous timeline which noted 6 months (or approximately 180 days). Which is correct?**
- A-9** The intended timeline to completion is 6 months.
- Q-10** **Under #56, “reasonable pricing” is an evaluation criterium. Given that DEI pricing is not standardized across our industry, how will “reasonable pricing” be determined?**
- A-10** Itemized cost is a “Criteria Factor” as listed on page 17. #56 on page 31 (REJECTION) is a part of our standard boiler plate language for our RFPs and is not a part of the evaluation criteria.
- Q-11** **The RFP includes information regarding compliance provision for the organization selected to do the work. Will the company selected need to provide proof of a minimum of 20% ownership by women and/or minorities? If the organization is not a minority or**

woman owned company (by a minimum of 20%) are they still eligible to submit an RFP, if the work will be delivered by minorities and women at 100%?

A-11 The ownership has to be a minimum of 51% as stated on page 8, MWBE Compliance Provisions and Instructions to be considered MWBE. As also stated on page 8, these are goals of the City, not requirements. We ask that you consider sub-contracting with an MWBE and complete Affidavits A. If you select a firm to sub-contract with, you will complete also Affidavit B; but if you plan to self-perform and you are a non-MWBE, you would complete Affidavit C.

Q-12 **How many employees will be included in the training plan? How many of those have the title of Company Officer or Command Staff?**

A-12 The department includes approximately 400 people. Approximately 80 company officers and approximately 25 members of command staff.

Q-13 **Has there been any published data collected for other city departments that can be reviewed to gauge community perception?**

A-13 Unaware of any at this time.

Q-14 **Once the project is awarded the duration of completion will be 6 months after the award date?**

A-14 Correct.

Q-15 **On page 3, it mentions the deliverables should be complete within 6 months. Does this mean the selected team would have 6 months to complete all the deliverables after the completion of the scope of work?**

A-15 No. The intended duration of the project, from inception to delivery of the final report, is intended to be 6 months.

If you have any questions, please feel free to call 843-724-7314. Thank you in advance for your cooperation.

Signature of Acknowledgement

Date

Company Name