



**Henry County
Purchasing Department**
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ADDENDUM #1
Issued September 12, 2019

RFP # 20-15
Consulting Services for a Disparity Study
Opening: 3:00 PM, September 19, 2019

The following items take precedence over referenced portions of the documents for the above-named project and in executing a contract, will become a part thereof. Where any item in the documents is supplemented hereby, the original requirements will remain in effect. All supplemental conditions will be considered as added thereto. Where any original item is amended, voided or superseded hereby, the provisions of such items not so specifically amended, voided or superseded will remain in effect.

This Addendum #1 must be signed and attached to proposal to acknowledge receipt of Addendum.
Failure to acknowledge any addenda will result in a non-responsive bid.

Company's Name

Date

Authorized Representative's Name

Authorized Representative's Signature

Bid #20-15
Consulting Services for a Disparity Study
Questions and Answers

1. **Question:** Shall the one original copy of the Cost Proposal be unbound if it exceeds one page?
Answer: Only one (1) Cost Proposal is to be submitted and it should be inserted into a separate sealed envelope and marked “Cost Proposal”. This should be unbound.
2. **Question:** Please confirm if the six bound copies of the proposal must be bound in a binder. For example, is comb binding acceptable?
Answer: Comb binding is acceptable.
3. **Question:** What information will the County be able to provide as part of the study about subcontracts, subcontract amounts, and the companies performing those subcontracts on large construction and professional services contracts for 2013–2018 (for both DBE and non-DBE subcontractors)? In what form are these data (electronic, hard copy)?
Answer: The County does not manage subcontracts.
4. **Question:** What is the County’s budget for the disparity study?
Answer: \$300,000.00
5. **Question:** With regards Section II Specifications Item A “Background” please confirm all departments and or divisions to be included in this study.
Answer: All.
6. **Question:** Section II B “Phases” Phase I reference is made to “the study will consider 5 years (2013 - 2018), question is in regards to what form are the records under review, e.g. electronic, paper or both?
Answer: Electronic and paper if needed.
7. **Question:** Phase II - What is a reasonable expectations of the Public Hearings (# of hearings)?
Answer: Two.
8. **Question:** Phase II - Will the Contractor have access to Henry County facilities to hold public hearings and or interviews as suggested in Phase II Scope of Work?
Answer: Yes.
9. **Question:** For the prime contract data that the County maintains please note whether these data includes the following information for all, some, or none of the contracts. Please answer separately for construction, goods and services. Also indicate what data and which fields are available electronically and in what system or program and what data/fields are only available in hard copy.
 - Firm name.
 - Firm address, city, state, zip code.
 - Firm phone number.
 - Firm email address.
 - Firm contact person.
 - Firm owner race and gender.
 - Unique contract number.
 - Start date of contract.
 - End date of contract.
 - Award amount.
 - Amount paid (total or to date).

- Contract title.
- Contract description.
- Industry category description.
- Industry category code, such as NAICS or NIGP.
- Whether there was MWDBE goal.

Answer: No database.

10. Question: For the subcontract data that the County maintains, please note whether these data includes the following information for all, some, or none of the contracts. Please answer separately for MWDBE subs and non-MWDBE subs. Please answer separately for construction, goods and services. Also indicate what data and which fields are available electronically and in what system or program and what data/fields are only available in hard copy.

- Firm name.
- Firm address, city, state, zip code.
- Firm phone number.
- Firm email address.
- Firm contact person.
- Firm owner race and gender.
- Prime contract number.
- Prime contract title.
- Start date of contract.
- End date of contract.
- Award amount.
- Amount paid (total or to date).
- Type of work performed.
- Industry category code, such as NAICS or NIGP.

Answer: Please see question #3.

11. Question: RFP page 17, Section III, A. Technical Proposal, Section 3 – Experience, item a., “List similar projects performed in the last five years with a brief narrative of each project, client, services provided by consultant, value of services, current status on date of completion, project management, client’s project manager and phone number.” What is meant by project management?

Answer: Information regarding the management of each project.

12. Question: RFP page 17, Section III, A. Technical Proposal, Section 4 – References, item b. requests a list of customers that are government entities and the length of time they have used our services. We have completed over 12,000 projects and to provide a list of each customer would be many pages. May we provide a list of government customers within the last five years?

Answer: Yes.

13. Question: Do proposers need to include the County’s entire RFP document with their proposal?

Answer: This is not a requirement.

14. Question: On page 18, item B, Cost Proposal, it states that the Cost Proposal is to be submitted with the “Original” in a separate sealed envelope and marked “Cost Proposal.” Please confirm that we are to put the “Original” unbound proposal in an envelope, and include a separately sealed envelope marked Cost Proposal in the same envelope with the “Original”? Please confirm that only 1 Cost Proposal should be provided.

Answer: Only one (1) Cost Proposal is to be submitted and it should be placed in its own separate sealed envelope marked as “Cost Proposal”.

15. **Question:** On page 17, under Section 4-References, item b, it says to provide a list of customers that are government entities. Does this mean all current customers, or customers within a specific time period, i.e., within the past 5 years?
Answer: Government.
16. **Question:** What is the budget for this project?
Answer: \$300,000.00.
17. **Question:** Several provisions of the RFP are clearly geared toward construction projects. Should we just ignore those provisions? E.g.
Answer: Pages 3 – 12 are considered as our “boilerplate” and included in all bids and RFPs.
18. **Question:** Page 9, Paragraph 23. Is any special consideration given if the bidder uses local subcontractors?
Answer: No. This section is part of our “boilerplate” and explains the County’s Local Vendor Privilege.
19. **Question:** Page 14, Paragraph B1. Since determining the “Relevant Market” is an essential component of the disparity analysis, is the bidder to include that analysis or is there a basis for determining the County or Metropolitan Atlanta Area as the target area or Relevant Market?
Answer: Bidder should include.
20. **Question:** Conducting the study as one phase instead of two phases would reduce both time and cost of conducting the study. Is the County open to the bidder proposing based upon one Phase?
Answer: Yes.
21. **Question:** It is unclear which aspects of the Scope of Services is to be in which phase. Please clarify which Phase the following are to be included in:
- | | |
|--|----------------|
| Legal Analysis | Phase 2 |
| Policy Analysis | Phase 2 |
| Statistical Analysis (Relevant Market, Threshold Analysis, Utilization, Availability, Disparity) | Phase 3 |
| Marketplace Analysis (Public/Private) | Phase 3 |
| Anecdotal Analysis | Phase 3 |
| Findings & Recommendations | Phase 3 |
- Answer: See above.**
22. **Question:** Does the County keep both MWBE and Non-MWBE subcontractor data?
Answer: No.
23. **Question:** Is the County’s procurement decentralized? If not, please explain.
Answer: No.