



**Henry County
Purchasing Department**
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ADDENDUM #1

Issued 6/28/2021

RFQ # 21-92

Comprehensive Disparity Study

Due Date and Time: July 14, 2021, 3:00 PM

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 Where any original item is amended, voided or superseded hereby, the provisions of such items not so specifically amended, voided or superseded will remain in effect.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 form must be signed and attached to the proposal to acknowledge receipt of this 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

RFQ #21-92
Comprehensive Disparity Study
Questions and Answers

1. **Question:** Section II — Specifications, A. Overview states that “The study will evaluate contracting at two levels: 1. Use of qualified minority and women-owned business enterprises (“M/WBEs”) as contractors and subcontractors by the County,” however B. Scope of Work, 2. Development indicates that critical components of this analysis include “Determine history of the utilization of DBEs, MBEs and WBEs by Henry County.” (a) Please confirm that Disadvantaged Business Enterprises (DBEs), as defined by 49 CFR 26, are part of the Comprehensive Disparity Analysis.

Answer: Disadvantaged Business Enterprises (DBEs) as defined by 49 CFR 26 are part of the Comprehensive Disparity Analysis.

2. **Question:** How does the County define minority business enterprises (MBE) and women business enterprises (WBE)?

Answer: (MBE) is defined as a business which is at least 51% owned by one or more minority group members; or, in the case of a publicly-owned business, one in which at least 51% of its voting stock is owned by one or more minority group members, and whose management and daily business operations are controlled by one or more such individuals. Minority group members include, but are not limited to Black Americans, Hispanic Americans, Native Americans, Asian Pacific Americans, Asian Indian Americans, etc. (WBE) is defined as a business that is at least 51% owned by a woman or women who are U.S. citizens and who control and operate the business.

3. **Question:** Does the County receive Federal Transit Administration (FTA) or Federal Highway Administration (FHWA) funds? If so, does the County submit FTA and/or FHWA DBE goals to the United States Department of Transportation?

Answer: Yes.

4. **Question:** Section II — Specifications, A. Overview states that “The study will evaluate contracting at two levels: 2. Level of employment of qualified minorities and women by County contractors, subcontractors and vendors who receive County construction related services, non-construction related services and commodities contracts.”

(a) Does the County maintain employment statistics on County contracts?

(b) Should the final report include employment participation goals?

Answer: (a) No (b) Yes, if disparity is found.

5. **Question:** Does Henry County maintain federally and non-federally funded prime contract data for all types of procurements (i.e., construction, construction-related services, non-construction related services and commodities)?

If so, (a) Is this information available for the last five years?

(b) Is this information available in electronic format?

Answer: Yes. (a) Information is available for the four-year period. (b) Yes.

6. **Question:** Does Henry County maintain subcontract data for DBE/MBE/WBE and non-DBE/MBE/WBEs?
(a) Please respond separately for each field of information:
– Subcontract/PO identification number;
– Subcontract/PO title;
– Subcontractor/supplier name;
– Business name of subcontractor/supplier;
– Address of subcontractor/supplier;
– Description of services performed, or goods supplied by subcontractor;
– Six-digit NAICS code(s) for subcontractor's work on specified contract; and
– Total dollar amount received by subcontractor/supplier.
- (b) Is this information available in electronic format?
Answer: (a) Henry County does not maintain sub contract data (b) N/A
7. **Question:** What is the requested timeline to complete the study?
Answer: Henry County is forecasting a year after award.
8. **Question:** Do you have a budget in mind for this study?
Answer: \$300,000
9. **Question:** What is the time frame forecasted for the study?
Answer: Please refer to question 7.
10. **Question:** Was there a prompting to factor for this study or is this a part of your government's normal protocol for contracts/purchasing department?
Answer: Commissioner request.
11. **Question:** Please confirm that you are not looking for any pricing or schedule.
Answer: Henry County is not looking for any pricing or schedule in the request for qualifications.
12. **Question:** Several times in the RFQ it requests a "detailed" or "comprehensive" description of the scope, however you are only permitting 2-pages for the whole approach which does not allow for such detail. Would you consider more pages or clarify the type of summary information you are requesting that can fit into 2-pages?
Answer: Yes, provide enough pages to detail your approach.
13. **Question:** Does Henry County maintain the following data in electronic (spreadsheet or PDF) for the four-year Study Period? Bidder, Subcontractor (both MWBE and Non-MWBE), Awards, Contracts, Payments, Vendors. If not, what format is this data in?
Answer: Henry County maintains Contractor information in excel.
14. **Question:** Is there a budget for this project?
Answer: Please refer to question 8.
15. **Question:** The RFP mentions that the Disparity study should be modeled after 49 CFR 26. 49 CFR 26 is for the Federal DBE Transportation Program that does not provide guidance for disparity studies, but only provides requirements for the federal DBE program, including goal setting, which may or may not be recommended by this Study. Please clarify this RFQ requirement.
Answer: If disparity is indicated, the goal setting should be modeled after 49 CFR 26.

16. **Question:** Is Henry County's procurement process de-centralized (data kept by departments) or is there a centralized data source?
Answer: Procurement is centralized.
17. **Question:** What County departments will be included in the Study? Any libraries, museums, airports, or transportation agencies? If any airport or transportation agencies, are you expecting that GSPC would calculate the federal DBE triennial goals?
Answer: All procurement is to be included in the study. Henry County has an airport and transit department that receives federal grants. Triennial goals should be calculated.
18. **Question:** On page 16 of 24, Divider #3: Financial and Legal Status, item a, it asks respondent to describe its general financial capability. Please clarify the type of information being requested, since no financial documents are required at this time (says financial statement and balance sheet may be required "if requested during the selection or negotiation process").
Answer: No financial documents are required in the request for qualifications. A narrative of financial capability is sufficient.
19. **Question:** The instructions for preparing statements, item C on page 16, say that pages of the submittals must be numbered. Can the individual tabs be numbered separated within the tabs?
Answer: Yes.