



**RFP 21-008  
DBE and Title VI Consultant  
ADDENDUM 1**

Questions/**Answers**

1. The RFP mentions two different time frames (7 business days from the due date and 10 business days from the due date). It would be great if you could clarify which one is accurate.

**The correct timeframe is 7 business days, as stated on page 10 of the RFP.**

2. Is there an expectation on time? (i.e. 40 hours a week)

**No. The proposer must determine the time required based on meeting the goals designated in the RFP.**

3. Is there an expectation on the number of staff for this project?

**No. The proposer needs to determine the need for staff based on the specifications and goals of the RFP.**

4. Is there a designated site of work?

**There is not a designated work site. If work is needed on site, the proposer will be provided with workspace.**

5. Is there a Not to Exceed (NTE) amount? (i.e. cost proposal cannot exceed a specific value)

**There is not an NTE amount for this project. Pricing is one of the scoring factors.**

6. Can we receive writeable forms/Excel documents for the attachments?

**Writable forms are not available. Proposers can edit using Adobe Forms to add writable elements.**

7. Is there a page limit?

**No page limit, but please take note of the size limits of uploaded files.**

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8. The attachments do not match the check the list on page 14. Can you please provide a correct list of attachments and updated checklist?

**All needed forms are provided. Attachment E is required only if the proposer has a DBE Plan.**

Attachment A – Acknowledge and accept Terms and Conditions  
(If answer is NO - Exceptions should be noted on a separate sheet) Provided

**Attachments B and C were switched on the checklist. Both should be acknowledged.**

Attachment ~~B~~ **C** – Non-Collusion and Debarment Affidavit Provided

Attachment ~~C~~ **B** – References Provided

Attachment D – Acknowledge Rider Clause Provided

Attachment E – DBE Plan - used to show DBE involvement by proposers  
not on the checklist Provided (but

**Proposers must indicate that they will accept payments electronically.** YES    NO

Electronic Payment – P-card (preferred) \_\_\_    \_\_\_

ACH \_\_\_    \_\_\_

**An ACORD Form 25 is provided by the insurer, not by COG.**

Certificate of Insurance (ACORD Form) \_\_\_    \_\_\_

**Proposer must provide any exceptions on their response. There is not a form to do this.**

Exceptions (including Terms and Conditions)  
(Must attach their exceptions to the proposal) \_\_\_    \_\_\_