



**RFQ 21-003 RACIAL EQUITY WORKSHOPS
ADDENDUM 3
April 1, 2021
Clarifications and Q&A**

This Addendum **Questions** and **Answers** received by the revised question deadline.

1. Should proposers include slides from prior presentations?

No.

2. Can proposers acknowledge Attachments A and D by initialing or signing the forms?

Checking the boxes and signing the Proposal Form in the appropriate places is sufficient acknowledgement of the attachments.

Failure to acknowledge and accept the Terms and Conditions or failure to indicate non-acceptance and provide exceptions with the proposal could result in disqualification of the Proposer.

NOTE: COG will not negotiate Terms and Conditions in the contract phase of the procurement.

3. A proposer is working with subcontractors that are minority-owned firms that have not completed their certification process yet. Can they be included on the form?

Only currently certified DBEs would be accepted for the requirements of Section V. Pending certifications do not count.

Please keep in mind that only Certified DBE's are accepted. No other certifications are eligible for points in our scoring.

4. On Attachment E, are we still required to fill-in the "Total Proposed Budget" line item? Our understanding based on the addendum is that we are only required to provide a cost per session, since the proposal is responding to potential individual engagements with different jurisdictions (not one overall budgeted piece of work?)? Just want to make sure we are being fully responsive here.

Provide an *estimated* percentage for the DBE points based on the cost per session and the involvement of the subcontractor. If the proposer is a Certified DBE then they can claim 100% for the percentage.

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5. Is the pricing breakdown table on page 13 indicative of the sessions we should list individually on our cost proposal, or are these just examples?

Estimated costs per session must be provided on the Proposal Form (page 12) as it is presented. This is critical in scoring the cost points. Failure to provide costs in this section will make the submission non-responsive.