

ADDENDUM No. 1

RFP No. 18-34

Diversity, Equity and Inclusion Plan

Due: October 19, 2018 at 2:00 P.M. (local time)

The following changes, additions, and/or deletions shall be made to the Request for Proposal for Diversity, Equity and Inclusion Plan, RFP No. 18-34, on which proposals will be received on/or before the date and time listed above.

The information contained herein shall take precedence over the original documents and all previous addenda (if any), and is appended thereto. **This Addendum includes two (2) pages.**

The Proposer is to acknowledge receipt of this Addendum No. 1, including all attachments in its Proposal by so indicating in the proposal that the addendum has been received. Proposals submitted without acknowledgement of receipt of this addendum may be considered non-conforming.

The following forms provided within the RFP Document must be included in submitted proposal:

- **Attachment B – City of Ann Arbor Non-Discrimination Declaration of Compliance**
- **Attachment C – City of Ann Arbor Living Wage Declaration of Compliance**
- **Attachment D - Vendor Conflict of Interest Disclosure Form**

Proposals that fail to provide these completed forms listed above upon proposal opening will be rejected as non-responsive and will not be considered for award.

I. QUESTIONS AND ANSWERS

The following Questions have been received by the City. Responses are being provided in accordance with the terms of the RFP. Respondents are directed to take note in its review of the documents of the following questions and City responses as they affect work or details in other areas not specifically referenced here.

Question 1: What is the anticipated budget for this scope of work?

Answer 1: *Unknown at this time.*

Question 2: Is there a Diversity (Minority/Women-Owned Business Enterprise) goal associated with this scope of work? If so, what is the required participation?

Answer 2: *No not yet.*

Question 3: Do you have a preferred timeline to complete the study?

Answer 3: *Unknown at this time.*

Question 4: Page 14, B. Past Involvement with Similar Projects. What is your definition of "... similar projects recently completed"?

Answer 4: *Worked with other public entities where the DEI work is ongoing or complete.*

Question 5: What is the anticipated start date of services?

Answer 5: *January 2019*

Question 6: Does the City have a budget in place for these services?

Answer 6: *Not at this time.*

Question 7: What is the budget amount for these services?

Answer 7: *Unknown at this time.*

Question 8: Should Attachment E– Non-Discrimination Ordinance Poster and Attachment F – Living Wage Ordinance Poster be included in our proposal submission?

Answer 8: *The notices/posters as provided in the RFP Document as Attachment E and F do not need to be included in proposal responses.*

Question 9: What is the duration of the contract?

Answer 9: *At least one year.*

Question 10: Has a similar diversity and inclusion initiative been implemented in the last five years?

Answer 10: *No*

Question 11: How many City Employees at each level (Individual Contributor, Middle Management, Senior Management etc.) will participate in the training?

Answer 11: *All 700 + employees at every level will participate in the training.*

Offerors are responsible for any conclusions that they may draw from the information contained in the Addendum.