

**Addendum to the Request for Proposal (RFP)
For Community Partner – Equitable Community Engagement**

Date of Issue: **10/15/2020**

For easy reference, here is the link to the RFP posting:
<https://durhamnc.gov/bids.aspx?bidID=1069>

Q: What does EBOP mean?

A: EBOP stands for Equal Business Opportunity Program, which is mentioned on pages 5 and 7 of the RFP.

For more information, contact the City of Durham’s Department of Equity & Inclusion:
<https://durhamnc.gov/606/Equity-Inclusion-Department>

Q: Our HUB paperwork has been submitted. They are still processing it. How do we enter this information for the Equity and Inclusion Department?

A: Since there are no UBE (Underutilized Business Enterprise) (Historically Underutilized Business = HUB) participation requirements on this RFP, this concern would not be an issue in this instance.

A firm will not be seen as a HUB firm until the process has been complete and they are identified as such in the HUB Directory. However, if the firm is selected, and at that point are HUB certified, the City could then count their participation as a HUB firm.

Q: What is the purpose of the preliminary deadline for a RFP?

A: The purpose of the preliminary deadline is to confirm the proposals submitted include all nine (9) parts of the proposal, as detailed in the RFP’s Section D: Response Content and Format (pages 6-7):

- 1- cover letter
- 2- applicant information
- 3- scope of work
- 4- contact information
- 5- statement of qualifications
- 6- key staff/volunteers
- 7- references
- 8- anticipated budget, and
- 9- Equal Business Opportunity Program (EBOP) forms

If we receive a proposal before the preliminary deadline that does not contain all nine components, we will contact the submitter and request they submit the remaining parts before

the final deadline. We will not review the proposals for quality of content or using the selection criteria until after the final deadline.

Q: Do our projects need to be centered on Transportation?

A: The projects do not need to be centered on transportation. As stated on page 3 of the RFP, *“The community organizations will be asked to assist in coordinating and/or incorporating outreach and engagement methodologies to inform and educate residents of Transportation Department projects.”*

In other words, during the contract period, the community group will be asked to help engage their community around Transportation projects, but this is not the only form of engaged allowed in this proposal. Also, the substance of this Transportation-related engagement will largely come from technical contractors hired by the Transportation Department.

See pages 2-4 in the RFP for more details on the desired Scope of Work.

Q: How detailed should the budget justification be?

A: Please provide an overall project breakdown or a breakdown of monthly tasks / events / engagements with the corresponding amount to be spent. The budget should demonstrate that you have thought through the components of your proposal, as well as opportunities to spend locally and compensate / resource community members. (See Example Budget below.)

Example Budget

Project Activities	Budget Description	Project Budget
Big Event	Expenses will include entertainment, food, equipment rental, and giveaways.	\$5,000
Monthly Community Meetings	Expenses will include...	\$5,000
Canvassing & Outreach	Expenses will include individual stipends and materials.	\$10,000
Digital Engagement	Expenses will include...	\$5,000
	Total Budget	\$25,000

When compensating communities’ members, please note the City of Durham’s Livable Wage in 2020 is \$16.25 (not \$15.46 as stated on page 11 of the RFP.) For more information, visit this webpage <https://durhamnc.gov/3695/Livable-Wage-Rate-History>

Q: Should the budget proposal include the specific vendors that you’ll be working with? What if you don’t know the vendors yet?

A: You do not have to list the vendors in your proposal.

Q: Can a political advocacy organization apply for mutual aid for the community?



A: Yes, as long as you are not using the funds for political advocacy. The purpose of your activities, to engage the community, not conduct political advocacy, should be clear in your proposal.

Q: What are the specific LLC requirements for insurance? As an LLC do I need to get Commercial General Liability?

A: At minimum, an organization set up as an LLC should have Commercial General Liability insurance. This requirement is intended to protect the organization against potential liability exposures derived from their business operations.

Q: The automobile liabilities seem very high and would result in an increase in monthly costs and given that I am not transporting anything on behalf of the City, is it still necessary?

A: No auto coverage is required. Please disregard this requirement as originally listed in the RFP.

Q: We currently do not carry an umbrella or commercial general liability policy. Much of this is because of the nature of services, which has relatively low risk in terms of injury. Do I still need to get these policies as an LLC?

A: No Umbrella/Excess coverage is required. Please disregard this requirement as originally listed in the RFP.

Q: We do not have more than one full time employee. We are not legally required to carry worker's comp. Do we still need to acquire worker's comp anyway?

A: No Workers Comp coverage required. An organization with 3 or more employees is required to carry WC insurance per the NC Industrial Commission. <https://www.ic.nc.gov/wcinsrgmt.html>