



ADDENDUM #1

October 8, 2021

RFP Title: Disparity Study

Owner: County of Wake – Melissa England, Procurement

RFP Bid No.: #21-082

The following items provide answers to questions that were submitted for RFP #21-082. Wake County answers are in blue.

1. Who performed your last disparity study? *We have not completed a disparity study previously.*
2. 1.3 Scope of Services: The RFP mentions the "target area." Since the relevant market area utilized for the study is one of the analyses performed as part of the Study, please confirm that the "target area" is not being mandated as the relevant market. *Yes, the target area is not being mandated as the relevant market.*
3. Is there a budget for this Study? *This information is not available at this time.*
4. Is your procurement centralized or decentralized? *Both, all services and goods that are bid out are centralized through Procurement in the Finance Department. Any purchases or services \$2.5K or greater go through Procurement. Purchases below \$2.5K are not centralized and departments purchase as needed.*
5. 1.3.1 asks for availability to be calculated both by business presence and principal office location. Is "business presence" defined as more than having a location that we can determine by address, so it has some other requirements like how much business is being conducted in the relevant market? If so, we can only determine that from a survey which will not get 100% response. So, are you saying that we can only include them as available firms if they respond to the survey and we can confirm those questions? The same is true for knowing a firm's primary office location. *No, the business presence and primary office location can be determined by address only.*
6. 4.2 requests a recommended approach, plan of action/methodology, critical tasks, and timeline. These 4 items seem redundant as approach and methodology seem to be the same thing. Also, can we include a timeline which lists the critical tasks and a plan of action? *Yes, please consider these the same item for response. Yes, a timeline can be included.*

7. 4.2 encourages proposers to provide examples. Should we provide past studies on a flash drive? How many? [Yes, you can include past studies on your electronic submittal; no more than 2-3.](#)
8. 5 Evaluation Criteria. Can you tell us what the percentage weight there is to each of the criteria? Particularly how much is cost a factor? [This has not been determined yet.](#)
9. Do you maintain bidder (bid tabs), full award amount, payment, vendor, subcontractor (MWBE and non-MWBE) in electronic formats (Excel or other spreadsheets)? If not, what format are they in? [Some bid information is kept electronically, and some are hardcopies. Subcontractor information on MWBE vs non-MWBE is not maintained.](#)
10. Do you have a particular form that you want the cost proposal on? [No](#)
11. Section 2.2 Proposal Submittal Requirements: It requests 8 copies and electronic version on USB. Does the 8 copies mean the original and 7 copies for a total of 8, or an original and 8 copies? Is 3-ring binder acceptable, or is another method of binding preferred? Can proposals be printed double-sided? [Eight copies including the original. Yes, a 3-ring binder and double-sided printing is acceptable.](#)
12. Are there any subcontracting requirements, either local or MWBE? [Wake County currently does not have subcontracting requirements, but follows all NC statutory requirements for bidding construction contracts.](#)
13. For delivery purposes, what are the building and office hours? Does Federal Express deliver directly to the recipient (i.e., to the floor/suite number) or are deliveries made to a mail room? [The delivery address is specified in the RFP. These can be dropped off at Suite 2900 from 8:30am-4:30pm. Federal Express does deliver directly to suite 2900.](#)
14. Section 4.4 Client References: Asks for a comprehensive client listing with years in which firm provided services. How far back should the list go-past 5 years, 10 years? Also, it asks for 3 current clients who may be contacted. Please clarify if current means clients for whom we are conducting disparity studies or related services that are in progress? [3-5 years for client lists. Any clients who you have performed a study for in the past year 2-3 years.](#)