



PROSPER
PORTLAND

REQUEST FOR QUALIFICATIONS ADDENDUM

Request for Proposals Title: On-Call Racial Equity Facilitation
Solicitation Number: 17-09
Addendum Number: 01
Issue Date of this Addendum: November 1, 2017
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1.0 PURPOSE OF THIS ADDENDUM

The Portland Development Commission dba Prosper Portland (“Prosper Portland”) is issuing this Addendum to the Request for Qualifications named-above (the “RFQ”) to respond to questions Prosper Portland received regarding the RFQ.

2.0 CLARIFICATION OF THE RFQ

The following questions were asked by potential respondents to the RFQ. Prosper Portland’s responses are in **bold**.

- Question 1: Section 5.2.2 asks for a short profile of each individual proposal to perform work under the contract. Should this include support staff or administrative staff?
PDC Response: The profile is intended for key personnel. You may include support or administrative staff.
- Question 2: In section 5.3.1: Should this be maximum five (5) projects per category or maximum five (5) projects no matter how many categories are selected?
PDC Response: Proposals should include up to five (5) previous related projects per category.
- Question 3: In section 5.3.2: On a similar note, should this be three (3) references per category or three (3) references total?
PDC Response: Similar answer, proposals should include three (3) references per category.

- Question 4: Can you please explain how the points for section 5.4 will be determined?

PDC Response: There is a maximum of twenty (20) points for section 5.4. How those points are distributed for the four (4) subsections is determined by the individual scorers as noted in Section 6.12 of the RFQ.

- Question 5: If we do not propose to use subcontractors, will we lose points under this section? (In response to section 5.5.2.)

PDC Response: Points will not be deducted for not including subcontractors in your proposal.

- Question 6: Most of our subcontractors are non-profit organizations and thus not eligible for COBID certification; however they serve minority communities and/or are led by minority communities. Will we lose points for this under section 5.5.3 or 5.5.4?

PDC Response: For purposes of this RFQ, Prosper Portland will treat all proposed non-profit organizations that are registered as a domestic non-profit with the Oregon Secretary of State's Corporation Division as a COBID-certified business.

3.0 TERMS OF THIS ADDENDUM

This Addendum constitutes an integral part of the RFP and is to be read in conjunction with the RFP. Unless specifically changed by this Addendum, all other requirements and terms of the RFP remain unchanged. Capitalized terms used in this Addendum without definition have the same meaning ascribed to those terms in the RFP. It is the responsibility of all Proposers to conform to this Addendum and modify their proposals accordingly.

END OF ADDENDUM.