



REQUEST FOR PROPOSALS ADDENDUM

Request for Proposals Title: Equity Practitioner Advisory Group
 Solicitation Number: 19-01
 Addendum Number: 01
 Issue Date of this Addendum: August 16, 2019
 Solicitation Coordinator: Kristy Branson, Senior Procurement Specialist
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1.0 PURPOSE OF THIS ADDENDUM

The Prosper Portland is issuing this Addendum to the Request for Proposals named-above (the “RFP”) to 1) modify the proposal barriers and questions deadline; 2) answer questions regarding the RFP; 3) provide the names in attendance at the August 13, 2019 voluntary pre-proposal meeting.

2.0 MODIFICATION TO THE RFP

The date Proposal Barriers or Questions are due to Prosper Portland, as listed in Section 1.4 of the RFP, is hereby changed to “**August 21, 2019.**”

Due to the extension of the Proposal Barriers or Questions due date the Solicitation Schedule and Contract Award Events table in Section 1.4 is hereby changed to the following:

Solicitation or Contract Award Event	Date
Request for Proposals Issued	August 6, 2019
Pre-Proposal Meeting	August 13, 2019
Proposal Barriers or Questions. Submit any barriers to you proposing on this project, all questions or requests to change anything in this RFP in writing to the RFP Coordinator	August 21, 2019
PROPOSAL FORM DUE DATE AND TIME (no later than)	AUGUST 29, 2019 by 2:00 PM (Pacific Time)
Notice of Contract Award (<i>anticipated</i>)	September 16, 2019
Contract Effective Date (<i>anticipated</i>)	September 30, 2019

Prosper Portland may make a courtesy effort to contact interested parties that this schedule has changed, but interested parties are ultimately responsible for being aware of changes to this RFP by regularly checking the appropriate RFP folder on Prosper Portland’s website at www.prosperportland.us/bids (under “Open Public Bid Opportunities”).

3.0 CLARIFICATION OF THE RFP

- Question 1: Once the initial project has been completed, what process will be used to select the vendor who would be invited to perform future work?

Prosper Portland Response: Future work, “Scope B”, was included to enable us to use one of the selected practitioners in lieu of another solicitation. We have not yet determined if we will pursue “Scope B” at this time.

- Question 2: There was an inference made that businesses had more trouble addressing issues of race than groups that are not in the private sector. Did I read that correctly, if so, what was behind that statement?

Prosper Portland Response: The target audience of the Diversity, Equity & Inclusion Toolkit is private sector businesses. This is not intended to indicate that the private sector has more or less trouble addressing issues of race than other groups.

- Question 3: Can you elaborate on your expectations of the four vendors who will be working together?

Prosper Portland Response: The initial meeting will allow the selected practitioners to work with each other and with Prosper Portland staff define group agreements and further refine goals of business meetings and group meetings.

- Question 4: How do you intend to address differences in vendor capability once the initial project has been completed?

Prosper Portland Response: We recognize that each of us possesses our own capabilities and strengths. Through proper facilitation and accommodation, we hope to help bring out everyone’s strengths and ensure access to needs to do our best work together.

- Question 5: Will Prosper Portland be holding businesses accountable as they participate?

Prosper Portland Response: Yes. How activities are measured and what accountability will look like for the participants will be part of the process with the selected practitioners.

- Question 6: How was a toolkit chosen as the resource to support businesses?

Prosper Portland Response: We conducted a needs assessment with business focus groups to identify what resources businesses are seeking to engage in culture change work. A toolkit was among a number of potential options, as well as an equity practitioner directory.

- Question 7: Have the findings from the “Needs Assessment” been made public?

Prosper Portland Response: No, however we can share this with the selected practitioners to clarify the issues raised by the businesses, and potentially include the information as a result of this project.

- Question 8: Are there currently any businesses that have been helped through this process, who have hit a wall or have some kind of process?

Prosper Portland Response: Equity programming at Prosper Portland is at different stages of development. Some of the programs, such as TechTown, have been ongoing

for years. Others, such as Portland Means Progress and the pilot loan program are in their early stages. We can share lessons learned from these programs to inform the project.

- Question 9: In terms of acknowledgement that progress is a process, and in putting out the RFP, how does this fit into the 5- or 10-year plan of the project/agency in learning about change? Seems right now it's one-off, how does it fit strategically in the long-term plan?

Prosper Portland Response: We are in year 3 of our 5-year plan. Looking forward at the next 5-year plan, programming and investments will be part of that. Because this is a new initiative, we will need to look at the process over time.

- Question 10: Prosper Portland is looking for individuals, not agencies, to submit applications—is that correct? So you aren't looking for whole firms to apply, but perhaps consultants in that firm?

Prosper Portland Response: We are open to firms applying to participate in this solicitation and are asking that the firm specify which individual from their firm would represent them in this project. The information in the proposal (such as years of experience) should be specific to the individual from the firm who will represent that firm.

Consultants within a firm are also welcome to apply as an individual if this is the preference of the firm.

4.0 PRE-PROPOSAL MEETING ATTENDEES

Attendees at the August 13, 2019 pre-proposal meeting include:

- Alexis Sanders
- Chuck Gallegghen
- Ashnie Butler, Inner Work Outer Play
- Michelle Helman, Michelle Helman Consulting

5.0 GENERAL INSTRUCTIONS

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 provisions 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 THIS ADDENDUM