The following is additional information regarding Invitation to Bid/Request for Proposal #LEG-2018-001 titled “Seattle Office for Civil Rights Racial Equity Toolkit Regarding Office Design and Structure” released on February 1, 2018. The due date and time for responses is February 16, 2018 at 5:00pm (Pacific). This addendum includes both questions from prospective proposers and the City’s answers and revisions to the ITB. This addendum is hereby made part of the ITB/RFP and therefore, the information contained herein shall be taken into consideration when preparing and submitting a bid/proposal.

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| Item # | Date Received | Date Answered | Vendor’s Question | City’s Answer | RFP Revisions |
| 1 | 2/9/18 | 2/13/18 | Please confirm that there is no Pre-Submittal Conference. | Correct, there is no pre-submittal conference. | N/A |
| 2 | 2/9/18 | 2/13/18 | Are you accepting electronic submittals? If yes, can you please inform us how to submit? If no, are we able to substitute a thumbdrive copy for the CD copy? | Yes, we are accepting and prefer electronic submittals. Please send your application to the three Project Managers: jesse.rawlins@seattle.gov, shannon.perez-darby@seattle.gov and asha.venkataraman@seattle.gov, and the Central Staff Executive Assistant: patrick.wigren@seattle.gov.  | N/A |
| 3 | 2/9/18 | 2/13/18 | In Scope of Work - The Compensation Assessment is for which positions / what categories of positions? How many positions? | The Compensation Assessment is in regards to the compensation necessary to complete the outreach and engagement as part of the Racial Equity Toolkit. The actual funding for that work will come from the Seattle Office for Civil Rights (SOCR). The consultant(s) role will be to collaborate with SOCR staff to assess the compensation amount. Below is an example of what the assessment could look like.Total Budget $50,000• Administrative costs - $15, 000• Direct compensation to community members - $14,400 • Community Engagement - $20,000Community Engagement will include:o Targeted marketingo Foodo Facilitieso Gift cards/drawingo Childcareo Interpreters/translation | N/A |
| 4 | 2/14/18 | 2/14/18 | For the WMBE inclusion plan, what is the revision version number and revision version date? Should it be left blank? | You do not need to include the revision version number or date, just the original submittal date. The revision fields may be left blank. | N/A |
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