

CITY OF NEWTON, MASSACHUSETTS
PURCHASING DEPARTMENT
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February 22, 2022

ADDENDUM #1
REQUEST FOR PROPOSALS #22-38

DIVERSITY, EQUITY AND INCLUSION CONSULTANT: AUDIT & STRATEGIC PLAN

THIS ADDENDUM IS TO: ANSWER THE QUESTIONS BELOW:

Q1. Our expert team is internationally located (USA and Europe), will virtual delivery of the proposed contract be acceptable?

A1. Yes, the contract can be delivered virtually. However, your proposal must be submitted in hard copy in a sealed envelope. See p. 6 of the Request For Proposals (RFP).

Q2. Is there any requirement to conduct meetings in-person (face to face) or can all meetings be conducted virtually?

A2. Meetings can be conducted virtually. However, we anticipate some in person (face to face) meetings will need to happen at some point during the term of the contract.

Q3. Will the provision of examples of working with large scale organisations with comparable complexities and challenges to municipalities, be accepted towards meeting the RFP criteria?

A3. Examples from large scale organizations can be used. It would be beneficial to include any examples/instances where federal or local regulations were followed.

Q4. In addition to a detailed audit of the Human Resources department, is the City expecting a similar detailed audit of Police, Fire, and Health and Human Services?

A4. “The City seeks a consultant with extensive experience in working with municipal governments to support the Mayor, the Director of Community Engagement and Inclusion, the staff in the Human Resources Department, and staff across all City Departments to intentionally create DE&I City government operations and services.” RFP, p. 5 (emphasis added).

Q5. Does the City have the data referenced in RFP Part VI, subsection C?

A5. No, we are asking for the consultant to “Identify and make recommendations to address the concerns and interests...” See RFP p. 8.

Q6. Is the City permitted and able to upload documents and data to the consultant's encrypted Google Drive? If not, what technology does the City use for sharing documents and data?

A6. The City of Newton IT Department would work with the consultants to ensure they had access to an encrypted way to share data and documents.

Q7. What does the asterisk on Attachment E next to questions 5-9 mean?

A7. The instructions to the Bidder’s Qualifications and References Form states: “If necessary, add additional sheet for starred items.” See RFP p. 19.

Q8. Does the City of Newton have a strategic plan that can be shared so that all of the outcomes and recommendations are aligned.

A8. The City is able to share budgets and visions as stated within the budgets.

Q9. Is there an incumbent?

A9. No, there is not an incumbent. This is the first time the City of Newton has sought diversity, equity and inclusion (DE&I) services.

Q10. Was there a previous plan?

A10. No.

Q11. What caused the need for this RFP?

A11. When Mayor Fuller began her tenure, she created the position of Community Engagement & Inclusion. Her intent is to look more closely at areas of DE&I.

Q12. What has the City of Newton done in the past? What worked? What didn't?

A12. The City of Newton has been working with many community groups/organizations. It has had a Human Rights Commission for years. It is necessary to look more closely at equity and inclusion to ensure the City is representative and meeting the needs of all.

Q13. What budget must we stay under to be competitive?

A13. The City's main objective is to have quality RFPs that address all areas within the scope of work.

Q14. Are there points for certified consultants?

A14. This would fall under "Highly Advantageous" under "Experience" and "Staff".

Q15. When is there desired completion date?

A15. The RFP states (p. 3) that "[t]he term of the contract shall extend for one (1) year from the date of execution. The City shall have the option, at its sole discretion, to renew this contract for two (2) additional one (1) year terms, with no change in the contract price and terms and conditions."

All other terms and conditions of this bid remain unchanged.

**PLEASE ENSURE THAT YOU ACKNOWLEDGE ALL ADDENDA ON YOUR
BID FORM. FAILURE TO ACKNOWLEDGE ALL ADDENDA COULD
RESULT IN REJECTION OF YOUR BID AS NONRESPONSIVE.**

Thank you.



Nicholas Read
Chief Procurement Officer