



**ADDENDUM I**

**NOTICE OF REQUEST FOR PROPOSALS**

**FOR**

**DESIGN AND MANAGE A PROCESS FOR COMMUNITY DISCUSSIONS ON RACIAL EQUITY  
IN PUBLIC SAFETY**

**TOWN OF CHAPEL HILL, NORTH CAROLINA**

**BID:** Q21-63

**TO:** All Prospective Bidders

**FROM:** Zakia Alam, Purchasing & Contracts Manager

**SUBJECT:** Addendum I – RFP for Design and Manage a Process for Community Discussions on Racial Equity in Public Safety

**DATE:** September 29, 2020

**This Addendum is intended to answer questions that we have received regarding the RFP for Design and Manage a Process for Community Discussions on Racial Equity in Public Safety. Listed below are those questions and our responses.**

- 1. We note the Town’s desire for a ten-page proposal. Does this include front and back pages? Will the town accept Appendices with staff resumes and supplemental information to further demonstrate our qualifications and experience?**  
Answer: We request the proposals be a maximum of 10 pages, including front and back. We will accept Appendices relevant to the proposal submission.
- 2. Do you anticipate extending the bid due date?**  
Answer: No, the bid due date will not be extended.
- 3. What additional details are you willing to provide, if any, beyond what is stated in bid documents concerning how you will identify the winning bid?**

Answer: All information is contained in the bid document.

**4. Was this bid posted to the nationwide free bid notification website at [www.mygovwatch.com/free?](http://www.mygovwatch.com/free?)**

Answer: No.

**5. Other than your own website, where was this bid posted?**

Answer: The bid was posted only on the Town Website.

**6. How much time will be spent on facilitation - How many hours and how often?**

Answer: We anticipate the Task Force will meet regularly throughout the duration of the project, though the frequency of meetings and number of hours needed is subject to change based on the suggested design of the selected vendor, and input from Council and staff.

**7. Provide more details about the deliverables of the Task Force.**

Answer: Deliverables that the vendor will be responsible for include:

- Design and implement a series of (at least 3) virtual listening sessions to inform the work of the Task Force using human-centered design, with particular emphasis on securing meaningful input from Black and Brown people and including other marginalized people impacted by policing in our community, and those who are not typically well represented in Town efforts. *The Town project team will assist with coordinating the outreach to community partners for participant recruitment, as well as listening session logistics and technology needs.*
- Review the charge of the Task Force based on knowledge of Council and Town objectives. *We anticipate that this deliverable will be completed within the first few weeks of the project and will require no more than a couple of hours of the vendor's time.*
- Facilitate virtual meetings of the Task Force and work with Town staff to prepare for meetings (i.e. developing meeting agendas, preparing meeting materials, preparing meeting summaries). *We anticipate that the Task Force will meet regularly, with frequent check-ins with the Town staff project team between Task Force meetings to advance the project. The exact frequency of meetings is to be determined.*
- Draft interim and final Task Force reports and recommendations for presentation to the Council and public. *This will be the final deliverable of the project and will involve summarizing the Task Force recommendations in a format that is accessible to both the Council and general public.*

**8. How will the Town support the contractor?**

Answer: The Town has identified a Project Manager and staff team to work with the vendor selected to manage this process.