

## Addendum No. 2

<b>Project Name: MWBE Disparity Study</b>	<b>Project No.: RFP# 24-25-17</b>
<b>Prepared By: Tish Williams</b>	<b>Date: 11/4/2024</b>

### **General Questions, Clarifications & Requirements:**

- Can proposers submit their proposals electronically or does it have to be submitted hard copy or both?  
Answer: Prospective Service Providers must use both methods for submission, as stated on page 5 of the RFP.
- If proposers have to submit their electronic version of the proposal in the Dropbox link, located on page 5 of the RFP, are proposers supposed to also upload their cost proposal to this link, in addition to the technical proposal? Or should the cost proposal be uploaded separately?  
Answer: The cost proposal should be sent separately by mail.
- Concerning the cost proposal, if proposals have to be submitted hard copy, are proposers expected to submit the six (6) copies of the cost proposal separately from the technical proposal? Are proposers allowed to submit the cost proposals in a separate folder/envelope but that is in the same box as the technical proposals?  
Answer: Yes, cost proposals can be submitted in a separate sealed folder/envelope but in the same box as the technical proposals.
- Is there a page limit?  
Answer: No; however, it is recommended that a prospective Service Provider submit no more than 20 pages.
- What certifications does the City accept?  
Answer: Historically Underutilized Business (HUB) certification and Disadvantaged Business Enterprise (DBE) certification.
- When does the City anticipate awarding the contract? What is the anticipated start date for the project?  
Answer: The City anticipates awarding the contract in December 2024 and for project kick-off to occur in January 2025.
- What is the budget for the Study?  
Answer: This information cannot be shared at this time to ensure the required competitive nature of the process.
- Does the City maintain bid tabulations, vendor data, payments, awards, and subcontractors (for both MWBEs and non-MWBEs)? What is the format of this data?  
Answer: Yes, the City maintains bid tabulations, vendor data, payments, and awards in its financial system. This data is stored in Munis, the extracted file format would be in excel. Bid tabulations are primarily stored as scanned documents in Munis.

9. What is the City's fiscal year?

Answer: The City's fiscal year is July 1st – June 30th.

10. What departments are included in the disparity study?

Any airport, libraries or museums?

Answer: City Attorney's Office, City Clerk's Office, City Manager's Office, Engineering, Financial Services, Fire/Rescue, Human Resources, Information Technology, Neighborhood and Business Services, Planning and Development Services, Police, Public Works, Recreation and Parks; and Greenville Utilities Commission

11. If an airport is included is this study only of non-federally funded contracts?

Answer: If not, please explain the extent of the study of federal funded contracts. Not applicable.

12. Is your procurement process centralized or decentralized?

Answer: In other words, will we need to get payment, award, vendor, subcontractor, or bid tabulation data from one source or will we have to go to various sources to collect them?

The City's procurement process is decentralized. The selected Service Provider will need to be prepared to obtain this information from various sources.

13. Please confirm the subcontracting goal.

Answer: For this project, the subcontracting goals are: Minority Business Enterprise 4%; and Women Business Enterprise 4%.

14. Concerning the Greenville Combined Statistical Area, we understand that the City's target area includes Greenville-Kinston-Washington, which also includes Pitt, Lenoir, and Beaufort Counties. In a Disparity study, the proposer will tell the City what the relevant geographical market is based on our analysis. Please confirm that the City will accept a relevant geographical market that is determined by the selected proposer's analysis.

Answer: Yes, the City will evaluate for acceptance the selected Service Provider's proposed relevant geographical market that is determined by their analysis.

15. For budgeting purposes, concerning the presentations, described in section 2.8, how many in-person and virtual presentations does the City anticipate that the selected proposer will make to explain the final results of the Study?

Answer: At minimum, the selected Service Provider will need to plan for five (5) in-person and virtual presentations, including City Staff, City Council and stakeholder groups and the public, which may require multiple meetings in different locations in the city.

16. Concerning section 2.9 Litigation, are proposers allowed to submit hourly rates for expert witness/litigation services, if necessary?

Answer: Yes.

17. Concerning Tab 2: Corporate Background and Experience, the second paragraph states, "include the total amount invoiced for each project listed, the length of the projects, and list of those involved in the project..." Does this information pertain to the entire list of comparable contracts, the three (3) references, the three (3) reports, or all of the above?

Answer: Under this tab, prospective Service Providers should submit comparable contracts performed within the last five years and include the total amount invoiced for each project listed, the length of the projects, and list of those involved in the project. Separately, prospective Service Providers should include three references and samples of three different reports, studies, presentations, or other items that illustrate the prospective Service Provider's writing style and ability.

18. On page 17, concerning Tab 5: Cost, the RFP states, "In a separate sealed envelope, provide at least three (3) complete copies of the proposed cost schedule and budget." In the beginning of the proposal, the RFP mentions sending six (6) copies of the cost proposal. Should proposers submit three (3) or six (6) copies of the completed cost proposal to the City?

Answer: Proposers should submit six (6) sealed hard copies of the cost proposal.

19. On page 25, the RFP includes a Pricing Worksheet. Can proposers edit this worksheet to alter/edit names of the deliverables?

Answer: Yes.

20. In addition, on the pricing sheet, number 23 states, "Attend City Council Vote to adopt the MWBE disparity study and answer any questions." How many hours does the City anticipate that this deliverable will take?

Answer: Ideally, the selected Service Provider would provide updates to the City Council at major milestones during the project, including at City Council workshops. Generally, the selected Service Provider should anticipate about two hours for this project deliverable.

**21. Data Availability and Format**

Could the City clarify the current format and quality of the contract and procurement data available for this disparity analysis?

Answer: Specifically, will data be accessible in structured formats like CSV, Excel, or databases, or should we expect significant data cleaning and structuring? The City's contract and procurement data is stored in Munis and the format is a combination of Excel files and scanned documents.

**22. Historical Contracting Data**

What is the extent of historical contracting and procurement data accessible from the City and GUC? Knowing the data range and consistency will support our evaluation of the MWBE Program's effectiveness.

Answer: The City transitioned to a new financial system in fiscal year 2016. The proposed date range for the disparity study is July 1, 2019 to June 30, 2024.

**23. Access to Previous Disparity Study**

Will access be provided to the 1991 disparity study, and if so, could you outline the success metrics used within that study?

Answer: This context would help in comparative analysis and recommendations. Yes, the selected Service Provider will have access to the 1991 disparity study for review.

**24. Legal Review Scope**

For legal compliance with recent court rulings, is an in-house legal review required, or would collaboration with external legal experts specializing in MWBE-related issues be acceptable?

Answer: Yes, the selected Service Provider is expected to have an external legal expert relevant to this project. However, in-house legal will need to review any work product before publication.

**25. Market Area Definition**

Could the City clarify whether there are specific industries or contract types that commonly attract businesses from outside the Greenville Combined Statistical Area (CSA)? This information would help us adjust the study's scope to ensure comprehensive coverage.

Answer: Firms inside and outside of the Greenville CSA show interest in doing business with the City of Greenville. We are unable to narrowly define specific industries or contract types that commonly attract businesses outside of the Greenville CSA.

26. For clarity, the electronic copy as well as the (6) hard copies are required for submission?

Answer: Yes, an electronic copy of the proposal minus the cost worksheet, six (6) hard copies of the proposal, and six (6) separately sealed hard copies of the cost worksheet should be submitted.

27. Will we have access to firms already in the database or will we have to use own tools and resources to identify HUB certified firms?

Answer: Yes, we capture this information when vendors register with the City, and if that section of information is completed by the vendor, the selected Service Provider would have access to that information. GUC captures similar information and will partner with the selected Service Provider to provide file extractions. However, it still might be necessary for the selected Service Provider to use their own tools and conduct their own research.

28. Is the system for procurement used by GUC the same system used by City of Greenville?

Answer: No, the City uses Munis and GUC uses Oracle EBS version 12.2.10 residing on an Oracle database version 19.0.

29. What are the roles on the evaluation committee, and will there be more than six people evaluating?

Answer: The evaluation committee will be comprised of roles from various departments, including the City Manager's Office, City Attorney's Office, Neighborhood and Business Services Department, Financial Services, Greenville Utilities Commission. There should not be more than (6) people evaluating.

30. Have you guys allocated a budget and are you at liberty to share?

Answer: Yes, we have a budget and this information cannot be shared at this time to ensure the required competitive nature of the process.

31. I submitted questions to the City, is it okay for our team to send follow-up questions by November 1<sup>st</sup>?

Answer: Yes, the City intends to provide answers to all follow-up questions in early November.

32. For the prime contract data, please note whether these data include the following information for all, some, or none of the contracts. Please answer separately for each industry to be included in the study; also note whether the data are available electronically or as hard copy.

- Firm name.
- Firm address, city, state, zip code.
- Firm phone number.
- Firm email address.
- Firm contact person.
- Firm owner race and gender.
- Firm owner veteran status.
- Prime contract number.
- Prime contract title.
- Start date of contract.
- End date of contract.
- Award amount.
- Amount paid (total or to date).
- Type of work performed.
- Industry category code, such as NAICS or NIGP.

Answer: We are unable to provide a response for every industry that would be included in the study. However, we can provide the below information according to the below three (3) contract types: Construction, Services, Supplies and Materials.

Construction, Services and Supplies & Materials Contracts		
Prime Data	Quantifier	Format
• Firm name	All	Electronic

• Firm address, city, state, zip code	All	Electronic
• Firm phone number	All	Electronic
• Firm email address	All	Electronic
• Firm contact person	All	Electronic
• Firm owner race and gender	All	Electronic
• Firm owner veteran status	None	N/A
• Prime contract number	All	Electronic
• Prime contract title.	Some	Electronic
• Start date of contract.	All	Electronic
• End date of contract.	Some	Electronic
• Award amount.	All	Electronic
• Amount paid (total or to date).	All	Electronic
• Type of work performed.	Some	Electronic
• Industry category code- NIGP Commodity Codes	Some	Electronic

- For the **MWBE and non-MWBE subcontract data**, please note whether these data include the following information for all, some, or none of the contracts. Please answer separately for each industry to be included in the study; also note whether the data are available electronically or as hard copy.

- Firm name.
- Firm address, city, state, zip code.
- Firm phone number.
- Firm email address.
- Firm contact person.
- Firm owner race and gender.
- Firm owner veteran status.
- Prime contract number.
- Prime contract title.
- Start date of contract.
- End date of contract.
- Award amount.
- Amount paid (total or to date).
- Type of work performed.
- Industry category code, such as NAICS or NIGP.

Construction Contracts		
MWBE & Non-MWBE Subcontractor Data	Quantifier	Format
• Firm name	Some	Electronic & Hardcopy
• Firm address, city, state, zip code	Some	Electronic & Hardcopy
• Firm phone number	Some	Electronic & Hardcopy
• Firm email address	Some	Electronic
• Firm contact person	Some	Electronic
• Firm owner race and gender	Some	Electronic
• Firm owner veteran status	None	N/A
• Prime contract number	All	Electronic
• Prime contract title.	Some	Electronic
• Start date of contract.	All	Electronic
• End date of contract.	Some	Electronic
• Award amount.	All	Electronic

<ul style="list-style-type: none"> <li>Amount paid (total or to date).</li> </ul>	All	Electronic
<ul style="list-style-type: none"> <li>Type of work performed.</li> </ul>	Some	Electronic
<ul style="list-style-type: none"> <li>Industry category code, NIGP-Commodity Codes.</li> </ul>	Some	Electronic
<b>Professional &amp; General Services Contracts</b>		
<b>MWBE &amp; Non-MWBE Subcontractor Data</b>	<b>Quantifier</b>	<b>Format</b>
<ul style="list-style-type: none"> <li>Firm name</li> </ul>	Some	Electronic & Hardcopy
<ul style="list-style-type: none"> <li>Firm address, city, state, zip code</li> </ul>	Some	Electronic & Hardcopy
<ul style="list-style-type: none"> <li>Firm phone number</li> </ul>	Some	Electronic & Hardcopy
<ul style="list-style-type: none"> <li>Firm email address</li> </ul>	All	Electronic & Hardcopy
<ul style="list-style-type: none"> <li>Firm contact person</li> </ul>	All	Electronic
<ul style="list-style-type: none"> <li>Firm owner race and gender</li> </ul>	All	Electronic
<ul style="list-style-type: none"> <li>Firm owner veteran status</li> </ul>	None	N/A
<ul style="list-style-type: none"> <li>Subcontractor number</li> </ul>	Some	Electronic
<ul style="list-style-type: none"> <li>Subcontractor title.</li> </ul>	Some	Electronic
<ul style="list-style-type: none"> <li>Start date of contract.</li> </ul>	Some	Electronic
<ul style="list-style-type: none"> <li>End date of contract.</li> </ul>	Some	Electronic
<ul style="list-style-type: none"> <li>Award amount.</li> </ul>	Some	Electronic

• Amount paid (total or to date).	Some	Electronic
• Type of work performed.	Some	Electronic
• Industry category code, NIGP-Commodity Codes.	Some	Electronic

33. What brought about this study?

Answer: The disparity study aligns with the strategic plan and goals set by City Council for this fiscal year, which includes the expansion of the economic hub of eastern North Carolina through proactive, responsible economic development and job creation and increased minority business support.

34. Answer: What is the requested timeline to complete this study?

The City anticipates the completion of the study will take 12-18 months.

35. What are the goals for this study?

Answer: The City of Greenville and Greenville Utilities Commission seek to determine the effectiveness and efficiency of their current MWBE programs. The City and GUC wish to undertake the necessary steps to ensure that MWBEs have opportunities to participate in City and GUC contracts. More specifically, the goals of the study are listed below:

- a. Examine what, if any, barriers may be adversely affecting the participation of MWBEs in City and GUC contracts;
- b. Identify the availability of MWBEs that are ready, willing, and able to do business with the City and GUC in the relevant market area(s), based on both business presence and principal office location;
- c. Analyze the City and GUC's contracting and procurement data to determine the utilization of MWBEs;
- d. Determine the extent to which any identified disparities in the City and GUC's utilization of available MWBEs are attributable to discrimination;
- e. Recommend programs to remedy the effects of any identified discrimination, and to reduce or eliminate any other marketplace barriers that adversely affect contract participation by MWBEs; and
- f. Identify best practices, any policy recommendations on remediating any identified disparities, and practical tools for developing MWBE capacity.

36. What is the amount budgeted for the study?

Answer: We are unable to share the amount budgeted at this time to ensure the required competitive nature of the process.