

Addendum No. 1

Solicitation No. 4938 Race and Social Justice Initiative Training

Addendum Issued on Wednesday, April 19, 2017

The following information clarifies information in the above referenced Solicitation:

This Addendum lists questions for clarification of entries mentioned in the Solicitation and Seattle Housing Authority (SHA) responses.

Question 1.

As a small consulting firm it is extremely difficult and costly to purchase insurance coverages being asked on pages 4 and 5? If I'm not able to show proof of insurance coverages as required how will this affect the selection process? And doesn't this eliminate small women and minority owned businesses from apply and may goes against Section H on Diversity?

Response:

Thank you for bringing this to our attention. Insurance waivers are handled on a case-by-case basis. Based on the scope of work in this Informal Solicitation:

- Commercial Liability - Adding SHA as additional insured is required.
- Auto Liability – Either commercial or personal is required unless you will be using public transportation to arrive at our sites.
- Washington Stop Gap/Employers Liability – Can be waived if you do not have no employees.
- Workers' Compensation – Can be waived if you do not have employees.
- Professional Liability – Can be waived.
- Cyber Liability – Can be waived.
- Evidence of Sexual Molestation Coverage – Only required when contractors have direct and unsupervised contact with our residents and other vulnerable populations. It would not be required for this scope of work because the trainers will be at SHA facilities teaching staff.

Question 2.

I'll working with other individuals on this project and do they need to submit their own three references or can I just use my three references?

Response:

No additional references are required. However, you are welcome to provide additional references (for the other individuals who will be on your team) if you wish.

Question 3.

Understanding the project starts in May 2017 - is it up to applicant to develop the schedule of the trainings but what I would like to ask since the work can be extended up to five years from the date of the contract execution - do I need to submit a five year plan for the training?

Response:

SHA is able to work with the consultants from this Informal Solicitation for up to five years. The earliest work through this contract would begin in May 2017. We anticipate contracting with a number of different RSJI trainers through this solicitation. Once all of the potential consultants are identified, we will work out a list of different RSJI trainings that we would like to provide to SHA employees and a timeline for these different trainings. Then, we will negotiate the scope of work and timeline with each consultant. Please feel free to share if there is a particular timeline that you would prefer to work with us.

END OF ADDENDUM No. 1