

Addendum #1
Race and Social Justice Equity Training and Coaching for SHA Employees
(Solicitation #5444)

Date of Addendum #1: February 17, 2022

The Informal Solicitation for the above named project is amended as noted in this Addendum. This Addendum consists of 2 pages.

This Addendum lists questions received and SHA's responses (see Item 1 below).

Item 1. The following is a list of questions received and SHA's responses to those questions.

Question 1. Regarding Criteria 1, I have a lot of experience in the relevant areas as a volunteer community builder and employee at another company. Technically, I started my company one year ago. Can I still talk about these earlier experiences?

RESPONSE: Yes, we would welcome hearing about any relevant experiences that you or other key staff – even if they are from prior to the start of your company.

Question 2. Regarding Criteria 2, can I cite and/or link to articles I've written that explain my approach?

RESPONSE: Yes, that would be fine.

Question 3. Please clarify the stated budget limit of \$150,000 for the work orders. Is that a per-year maximum, or a maximum over the full five years? And is it a limit per consultant/consulting firm or for the procurement overall?

RESPONSE: The \$150,000 cited in this Solicitation just refers to HUD's limit on all funds that can be spent across all contracts that are executed through this Solicitation, over five years. It's not the amount that our agency has budgeted for this work. We plan to turn to this "bench" of on-call consultants as specific RSJI training and coaching needs arise over the next five years. The amount per consultant per year and over the five-year period will depend on the specific projects that we reach out to them for, and that they agree to work on. (Once we reach \$150,000 across all these contracts and/or we reach five years, SHA will need to conduct a new Solicitation).

Question 4. Please confirm that offerors from outside of Washington State are welcomed to submit proposals.

RESPONSE: Firms outside of Washington State can participate in submitting a proposal. Per state law, to be considered a responsible bidder and qualified to be awarded a public works project, the bidder must have a current state unified business identifier (UBI) number.

Question 5. What level of detail is required for proposed pricing?

RESPONSE: *Please share as much as you can to help us understand the cost to work with you. (For example, do you have a standard hourly rate for facilitation, and a different rate for prep? What might it cost to have your firm create a half-day training, or full-day training for our agency? If we were to bring you in to provide coaching to an SHA team, what might the pricing for that look like?)*

Question 6. Please clarify if/how Section 3 certification requirements must be met by offerors at this stage?

RESPONSE: *Offerors may self-certify their eligibility as a qualified Section 3 Business Concern. SHA shall issue an addendum to this solicitation that will include SHA's self-certification form.*

Question 7. Our organization is a self-certified woman-owned small business. Would we need to make additional commitments to subcontract to WMBE and/or Section 3 businesses at this time?

RESPONSE: *SHA requires proposers to make good faith efforts to meet SHA's 14% aspirational WMBE goal. The selected proposer must also agree to comply, and to require any of its permitted subcontractors or subconsultants to comply, with applicable Section 3 requirements and with the Section 3 regulations found at 24 CFR 75.*

END OF ADDENDUM #1