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**Addendum #1**  
**RFP #52-21 Diversity, Equity, and Inclusion Culture Assessment**  
**August 24, 2021**

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**NOTICE IS HEREBY GIVEN** that the following addendum serves to provide clarification and to answer the questions received on RFP #52-21 Diversity, Equity, and Inclusion (DEI) Culture Assessment.

**\*\*Note: The City has extended the due date of this RFP to September 7, 2021 at 10:00AM.\*\***

Question 1: Can you please confirm that it will be the Clearwater City Council that will give final approval on the three (3) – five (5) year strategic implementation plan?

**Answer to Question 1:** *Yes, Clearwater City Council will authorize final approval for a three (3) – five (5) year strategic implementation plan.*

Question 2: On page 18, under Detailed Specifications Section 4 Scope of Work Assessment Details one of the bullet points reads "Development of a more robust City website that highlights DEI policies and trainings" can you please clarify? Does this mean a website should be developed as part of the scope of work? Or only the website planning/webpage outline which would be included as part of the implementation plan. One of the plan bullet points reads "Building a DEI specific webpage for the purpose of sharing City DEI initiatives..."

**Answer to Question 2:** *The City is not requesting that the awarded vendor develop a website as a part of the Scope of Work. During this assessment the vendor will examine the City's website, reviewing existing communications, and make recommendations on how the City can expand and highlight DEI initiatives.*

Question 3: We would like to know if you are accepting any firms not based in the USA?

**Answer to Question 3:** *Yes, the City is accepting proposals from firms based outside the USA. For detailed information on registering on how to do business with the City, please visit: <https://www.myclearwater.com/government/city-departments/planning-development/divisions-/construction-services-building/business-tax-receipts-btr>*

Question 4: We would like to know if you have a specific price range for the RFP?

**Answer to Question 4:** *The City does not have a set price range for this RFP.*

Question 5: How you would like us to conduct the training for your employees regarding the five (5) year plan?

**Answer to Question 5:** *Due to the COVID-19 pandemic, employee trainings must be held virtually.*

Question 6: Is it permissible to propose to complete the work in less than 8–12 months?

**Answer to Question 6:** *Yes, an abbreviated schedule, shorter than 8–12 months is permissible.*



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Question 7: How many individuals do you envision being involved in interviews, focus groups, workshops, etc.?

**Answer to Question 7: *The City envisions 25-50 persons being involved in interviews, focus groups, and workshops related to this assessment.***

Question 8: Do you have a desired number of interviews, focus groups, or workshops to be conducted?

**Answer to Question 8: *No, the City will work with the awarded vendor to determine an adequate number of interviews, focus groups, or workshops.***

Question 9: How will City of Clearwater select who will be interviewed or participate in focus groups/workshops?

**Answer to Question 9: *The City will enlist candidates from its Diversity Leadership Committee.***

Question 10: Does City of Clearwater have existing survey capabilities in place?

**Answer to Question 10: *Yes, however current surveying capabilities are very limited.***

Question 11: What DEI data does City of Clearwater currently track for key HR processes (recruiting, hiring, promotions, etc.)?

**Answer to Question 11: *The City tracks recruitment data, promotional data, and the demographic of department data.***

Question 12: What is the City's budget for this effort?

**Answer to Question 12: *Refer to Answer to Question 4.***

Question 13: Is the release of the needs described in the RFP in response to any specific DEI risks, concerns, or legal action?

**Answer to Question 13: *No, this RFP is not based on any specific risks, concerns, or legal action.***

Question 14: Would the City be amenable to sharing the 2018 Office of Diversity and Equity Services' (ODES) analysis report with bidders to inform responses?

**Answer to Question 14: *A copy of the 2018 Office of Diversity and Equity Services' (ODES) analysis report will be provided with Addendum 2, issued no later than August 31, 2021.***

Question 15: What was the scope of the 2018 ODES analysis (specifically, what is the time frame covered in the analysis)?

**Answer to Question 15: *Refer to Answer to Question 14.***

*End of Questions and Answers*

*End of Addenda*