



City and County of San Francisco  
Digital Services

## Addendum

### RFP Racial Equity Facilitation and Consultancy Support ADM-DS 2020-05

Proposal submission deadline: January 31, 2021 by 5:00 PM Pacific Time

**TO: ALL PROPOSERS**

Please note the following changes to the subject solicitation before submitting your response. A signed and dated copy of this Addendum shall accompany your proposal submission.

Changes:

1. The Racial Equity Facilitation and Consultancy Support (ADM-DS 2020-05) dated 12/01/2020 is deleted and replaced with Racial Equity Facilitation and Consultancy Support (ADM-DS 2020-05) dated 12/23/2020 to make the following changes.

Removed language is in ~~green strikethrough~~ font. Added language is in green font.

<b>Date Issued:</b>	December 1, 2020
<b>Pre-proposal conference date:</b>	December 10, 2020 Register in advance to attend the pre-proposal conference: <a href="https://zoom.us/webinar/register/WN_fhRhy5yJTjcGpKA_-om-Ww">https://zoom.us/webinar/register/WN_fhRhy5yJTjcGpKA_-om-Ww</a>
<b>Deadline for RFP questions:</b>	<del>December 16, 2020</del> January 8, 2021
<b>Deadline for RFP answers:</b>	<del>December 18, 2020</del> January 13, 2021
<b>Deadline for RFP responses:</b>	<del>January 7, 2021</del> January 31, 2021
<b>Buyer:</b>	<b>Name:</b> Jane Gong <b>Title:</b> Deputy Chief Digital Services Officer <b>Agency:</b> Digital Services, Office of the City Administrator <b>Address:</b> 1275 Mission Street, San Francisco, CA 94103 <b>Phone:</b> 415-261-8032 <b>Email:</b> <a href="mailto:jane.gong@sfgov.org">jane.gong@sfgov.org</a>



## City and County of San Francisco Digital Services

### E. Solicitation Schedule

The anticipated schedule for this Solicitation is set forth below. These dates are tentative and subject to change. It is the Proposer's responsibility to check Digital Services' website for any addenda and updates.

Proposal Phase	Tentative Date
Proposal issued by the City	December 1, 2020
Optional Pre-Proposal Conference	December 10, 2020
Deadline for submission of written questions or requests for clarification	<del>December 16, 2020</del> January 8, 2021
Deadline for answers to be available online	<del>December 18, 2020</del> January 13, 2021
Deadline to submit Proposals	<del>January 7, 2021</del> January 31, 2021
Oral Interview with firms selected for further consideration (optional)	<del>January 21, 2021</del> February 12, 2021
Notice of Intent to Award	<del>January 25, 2021</del> February 19, 2021
<p><b>The Pre-Proposal Conference:</b> Digital Services will host the pre-proposal conference on Thursday, December 10, 2020 at 3:30 PM. Register in advance to join the webinar: <a href="https://zoom.us/webinar/register/WN_fhRhy5yJTjeGpKA_-om-Ww">https://zoom.us/webinar/register/WN_fhRhy5yJTjeGpKA_-om-Ww</a></p> <p>The Pre-Proposal Conference will begin at the time specified and company representatives are urged to arrive on time. Topics already covered will not be repeated for the benefit of late arrivals. Failure to attend the Pre-Proposal Conference shall not excuse the successful Proposer from any obligations of a contract awarded pursuant to this Solicitation. Any change or addition to the requirements contained in this Solicitation as a result of the Pre-Proposal Conference will be executed by written Addendum to this Solicitation. It is the responsibility of the Proposer to check for any Addendum to this Solicitation and or any other items posted, that will be posted on Digital Services' website <a href="https://digitalservices.sfgov.org/rfp">digitalservices.sfgov.org/rfp</a>.</p>	

### G. Proposal Questions and Submissions

#### 1. Proposer Questions

Proposers shall address any questions regarding this Solicitation to Jane Gong at [jane.gong@sfgov.org](mailto:jane.gong@sfgov.org) and Mariela Taylor at [mariela.taylor@sfgov.org](mailto:mariela.taylor@sfgov.org). Proposers who fail to submit questions concerning this Solicitation and its requirements will waive all further rights to protest, based on the specifications and conditions.

**Questions must be submitted in writing, by email only, no later than ~~December 16, 2020~~ January 8, 2021 at 5 p.m.** All questions and answers will be posted publicly on [digitalservices.sfgov.org/rfp](https://digitalservices.sfgov.org/rfp). Responses will be posted on ~~December 18, 2021~~ January 13, 2021. Proposer should check Digital Services' website periodically.



## City and County of San Francisco Digital Services

A written Addendum will execute any change or addition to the requirements contained in this Solicitation. It is the responsibility of the proposer to check for any Addenda, Q&A postings, and other updates which will be posted on [digitalservices.sfgov.org/rfp](https://digitalservices.sfgov.org/rfp).

### 1. Time and Place for Submission of Proposals

Proposals must arrive in ~~Jane Gong's inbox~~ (~~jane.gong@sfgov.org~~) Jane Gong (~~jane.gong@sfgov.org~~) and Mariela Taylor's (~~mariela.taylor@sfgov.org~~) inboxes by ~~January 7~~ **January 31**, 2021 at 5 p.m. (PT).

If you have already submitted a proposal, you are required to submit your signed addendum(s) before the proposal submission deadline in order to comply with the change(s) indicated above. You must submit any RFP addendum(s) together with this Addendum, signed and dated, stating the Sourcing Event ID, proposal submission deadline, and proposer/company name.

Any RFP addendum(s) received after the proposal submission deadline will not be considered. All other terms and conditions remain the same.

Acknowledgement of receipt

Name

Date

Name of organization

Sincerely,

Mariela Taylor  
San Francisco Digital Services  
[mariela.taylor@sfgov.org](mailto:mariela.taylor@sfgov.org)