



ADDENDUM #1

May 25, 2023

TO: ALL POTENTIAL SUBMITTERS

FROM: RON VENTURELLA, BUNCOMBE COUNTY PROCUREMENT MANAGER

SUBJECT: ADDENDUM #1 FOR RFP COMPREHENSIVE AUDIT – CEASE HARM IMPACTING THE AFRICAN AMERICAN COMMUNITY

The following changes, revisions, additions, and/or clarifications to the plans and/or specifications are hereby made a part of the original documents.

Addendum # 1

The following questions were asked by potential submitters (listed in no particular order):

1. Do vendors have to be located in North Carolina?

No, there is no geographical requirement for vendors. Over the course of the contract, there will be a need to be onsite. We expect the vendors to consider this along with the other requirements in the scope.

2. Is there an expected budget?

There is not an expected budget. In each proposal, vendors are asked to provide a proposed budget and timeline based on the expected level of effort.

3. How long is the contract term?

The Community Reparations Commission is currently active with its 2-year term set to expire in April 2024. The intent is to provide, at a minimum, preliminary information/findings so the CRC can integrate them in their final recommendations. It is further anticipated that a preliminary deliverable be provided and presented at one of the full CRC monthly meetings by the end of the 2023 calendar year. Otherwise, we expect the vendors to provide an estimated timeline based on the expected level of effort.

4. In sharing the proposed timeline, is there a preferred deadline?

See response #3

5. You have shared a comprehensive list of departments and functions. Do you anticipate the vendor narrowing the scope to cover a specific number of departments?

The list was provided for reference and context so potential proposers would know what functions are within Buncombe County and Asheville governments purview.

6. How many employees will be covered in the review?

This review is on the County & City policies, programs, and procedures, not employees.

7. Should vendors consider teaming arrangements?

We intend to contract with one main vendor, but that vendor is encouraged to partner and subcontract for components of this effort.

8. What happens after the 2-year Commission term?

The CRC has a charge to provide recommendations to the Buncombe County Board of Commissioners and the Asheville City Council. Once that charge is completed, those bodies to decide what recommendations to direct staff to implement based on the funds allocated and community capacity.

9. Will the list of the pre-submittal meeting attendees be available?

City:

- Brenda Mills, Equity + Inclusion Director
- Rachel Wood, Assistant City Manager
- Brad Branham, Attorney

County:

- DK Wesley, Assistant County Manager
- Rachael Nygaard, Strategic Partnerships Director
- Ron Venturella, Purchasing Manager
- Michael Frue, Attorney
- Dr. Noreal Armstrong, Chief Equity + Civil Rights Officer

Commission Members:

- Osondu McPeters
- Bobbette Mays
- Bernard Oliphant
- Dee Williams

Vendors Attending:

Carter Development Group

- Dr. Adrian N. Carter
- Eneka Ferguson
- Dexter Hunt

DCI Consulting Group

- Keli Wilson
- Anne Holmes

Ink'd Signatures LLC

- Debra Smith Owens

Infinity Resources Group LLC

- Pamela Phillips

KL Scott & Associates, LLC

- Tamara Atkinson

Simply B Consulting

- Helina Seyoum

10. Will there be a designated team responsible for facilitating communication and outreach between government agencies, community partners, and advocacy groups?

Yes, there is a project team comprised of both county & city participants who will coordinate with the selected vendor on facilitating the necessary connections.

11. Has Asheville and Buncombe County entered into any data-sharing agreements that would allow third-party access to the data for the audit? Should I include this in the Scope of Work?
The vendor should include in its scope of work, timeline and cost estimate any agreements that they believe will be necessary to successfully conduct the audit.

12. Would it be acceptable to have experience conducting organizational and community-based equity assessments for grant purposes as part of our organizational experience?
The vendor should include any experience they deem relevant to the scope of the project and successful completion of the audit.

The following is an additional reminder and request for submitters:

As part of their proposals, submitters are reminded to describe their agency's commitment to ensuring equity when providing services and explain the company's commitment to diversity as well as highlighting their efforts.

END OF ADDENDUM #1

RFP COMPREHENSIVE AUDIT – CEASE HARM IMPACTING THE AFRICAN AMERICAN COMMUNITY