



CITY OF URBANA

**RFQ: Community Safety Review Through the Lens of Racial Equity and Social Justice
(Solicitation #2122-45)**

Addendum #2

ADDENDUM DATE: 03/17/2022

This Addendum has been issued to clarify questions concerning Solicitation #2122-45.

This addendum, along with any and all other addenda, must be acknowledged in your submittal.

Final questions and comments pertaining to this Request for Qualifications shall be submitted to the City no later than 5:00 p.m. on Thursday March 24th, and the final addendum, if necessary, will be issued no later than 5:00 p.m. on Tuesday March 29th. Additional questions and comments received after that time will not be answered.

Important Dates:

RFQ Issue Date: 2/23/2022
Addendum #1: 3/09/2022
Addendum #2: 3/17/2022
Last Day for Questions: 03/24/2022
Last Addendum: 3/29/2022 (if needed)
Responses Due: 3/31/2022 (unchanged)

Contact

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Items of Clarification

1) What is included in the 30-page limit?

The 30-page limit is inclusive of all items that address the scope of work including: the description to the approach to services, project management, relevant project experience, qualifications of the firm and assigned staff, readiness, and contact information for client references. A cover letter and an overview of the costs are included in this limit.

The following documents do not count towards the 30-page limit:

- Draft Contract/Service Agreement
- EEO Form
- Vender Representation and Additional Duties (VRAD) Form
- Addenda Acknowledgement Form

2) Are the VRAD, W-9, and Addenda Acknowledgement forms required in a response submittal?

Vendors doing business with the City are required to complete a VRAD and a W-9 form prior to the signing of a final contract. Neither form is required in the submittal, but Vendors are encouraged to submit the VRAD along with their submittal.

Submittals should acknowledge the receipt of all addenda. A vendor may use the Addenda Acknowledgement Form to acknowledge receipt of addenda.

These documents do not count towards the 30-page limit and are available at:
<http://www.urbanaininois.us/Purchasing-Forms>

3) Does the City maintain a MBE/WBE list?

The City of Urbana does not have a list of its own, but supports the City of Champaign's 'Champaign Diversity Advancement Program' (CDAP) and utilizes its vendor list. Information about the program and list are available at: <https://champaignil.gov/city-managers-office/office-of-equity-community-and-human-rights/services/equal-opportunity-purchasing-ordinance/>