



**CITY OF OLYMPIA**  
**Request for Qualifications (RFQ)**  
**Social Justice & Equity Commission Public Engagement**

**Question and Answer #1**

This document is posted to capture the questions received during the question & answer period for Social Justice & Equity Commission Public Engagement.

This document is the official response to the questions received.

No questions or answers included in this document require any change to the RFQ document, this document stands alone. For questions about this RFQ, please contact the RFQ Coordinator via email at [osalazar@ci.olympia.wa.us](mailto:osalazar@ci.olympia.wa.us). Questions via telephone will not be accepted.

Question	Answer	Did this change the RFQ?
1. Whether companies from Outside USA can apply for this? (like, from India or Canada)	Yes, any company can apply that can comply with all Federal, State, and City of Olympia statues and codes as may be applicable to the scope of work, including all labor laws.	No
2. Whether we need to come over there for meetings?	The reality of COVID is that we do anticipate that much, or all the work will likely be done remotely.	No
3. Can we perform the tasks (related to RFP) outside US (like, from India or Canada)	Yes, any work must comply with all Federal, State, and City of Olympia statues and codes as may be applicable to the scope of work, including all labor laws.	No
4. Can we submit the proposals via email?	<p>Yes.</p> <p><b>INSTRUCTIONS:</b></p> <p>The deadline for submission of proposal is <b>5:00 pm Pacific Standard Time, Tuesday, December 15, 2020.</b></p> <p>Proposals shall be submitted to the City by email to the RFQ Coordinator at <a href="mailto:osalazar@ci.olympia.wa.us">osalazar@ci.olympia.wa.us</a>. The proposal must be in Word or PDF format.</p> <p>No faxed or mailed submittals will be accepted.</p>	No
5. How were the Work Group members selected?	Potential Work Group members were identified using a set of desired characteristics and recommendations from City Council members, Executive Team members, and community members.	No
6. How often does the Work Group meet and work together? Is there a set meeting calendar with agendas?	The Work Group will have their first meeting in December and is anticipated to have approximately thirteen (13) meetings over the course of the project timeframe.	No
7. If the Work Group is meeting together, have they made any recommendations or decisions about the processes for inviting public comment?	At this point in time, the Work Group has not met yet.	No

<p>8. Does the City of Olympia use Zoom or other media to host similar public events such as commission or council meetings where the public might attend?</p>	<p>Yes. The City has been using virtual platforms (mostly Zoom) for public meetings, such as City Council meetings and Community Town Halls, since March 2020 due to safety and health concerns. We are open to using other virtual platforms that are easy to use and accessible for a diversity of users.</p>	<p>No</p>
<p>9. Has the City of Olympia experienced any open hostility or protest again[sic] public demonstrations in support of equity and social justice or Black Lives Matter? If so, how has this been addressed and has the Work Group been involved.</p>	<p>Like most cities, Olympia experienced confrontations during the recent demonstrations and sentiments that swept through the nation. Olympia is a Capitol City and it is common that people come here to express their opinions and ideas as protected by the First Amendment. Sometimes those ideas happen in opposition.</p> <p>Our police department is focused on ensuring that all groups get to exercise their first amendment rights while maintaining public safety.</p> <p>As of this posting, the Work Group has not yet been formed and is in the process of being selected.</p>	<p>No</p>
<p>10. Is the Founding Work Group already formed or are likely candidates already identified or considered? The wording in Section A of the RFQ appears to say that identification, convening, and facilitation of the Founding Work Group is part of the scope of work, but the specific tasks outlined in Section B seem to imply that the "Work Group" is already formed and would, among other things, support selection of a contractor for this RFQ. Please clarify the current status of the Founding Work Group and whether creating that work group is the first task within this RFQ's scope of work or if the work group is already established and underway.</p>	<p>The Work Group is currently being selected. The creation of the Work Group will not be part of the duties and responsibilities.</p>	<p>No</p>
<p>11. Is there a page limit or preference for any of the submittals listed in Section F?</p>	<p>There is not a page limit or preference for the submittals.</p>	<p>No</p>

<p>12. Section F requests labor rates for each project team member but does not appear to specifically request a proposed overall cost, budget breakdown, and schedule (however, we do see the estimated value as "in the range of \$30,000 to \$40,000"). Please clarify if a project budget summary is requested to show level of effort and cost for each individual and/or task, or if some other form of supporting documentation is expected or required. Similarly, please clarify if there are additional City milestones or schedule targets known between now and June 2021.</p>	<p>We would like to see hourly rates of project team members included in a project budget summary.</p> <p>In the RFQ, Section C. Budget and Timeline, we note that process is proposed to be completed in June 2021.</p> <p>Additional milestones or schedule targets within that project timeframe will be developed in collaboration with the selected contractor, Work Group, and City staff.</p>	<p>No</p>
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