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Date: February 18, 2021
To: Proposers
From: Jessica Nelson, Senior Procurement Specialist
Re: Request for Proposals (RFP), 6076 Addendum No. 1
Wildfire Recovery Technical Assistance

ADDENDUM #1

to RFP #6076

This Addendum modifies the Request for Proposals (“RFP”) Document(s) only to the extent indicated herein. All other areas of the RFP not changed or otherwise modified by this Addendum shall remain in full force and effect. This Addendum is hereby made an integral part of the original RFP document and Proposers shall incorporate this Addendum into the Statement of Work (“SOW”) and solicitation as if it were issued in the original RFP.

The RFP is hereby amended as follows: **New Language is indicated by bolding and underlining** and **deleted language is indicated by bolding and striking** unless a section is replaced in its entirety:

1. Amend the RFP document, Cover Page, Closing Date only, as follows:

Closing Date and Time: ~~February 24, 2021 at 3:00pm PST~~ **February 26, 2021 at 5:00 p.m. PST**

2. Amend the RFP document, Cover Page, SPC person only, as follows:

Jessica Nelson ~~Alisha Schultz~~, Senior Procurement Specialist

3. Amend the RFP document, Section 2.2 Definition of Terms, to add the following terms:

“Community of Color” means identity-based communities that hold a primary racial identity that describes the racial characteristics of the community that its members share (such as being African American) that supports self-definition by community members, and that typically denotes a shared history and current/historic experiences of racism. The community may or may not also be a geographic community. Given that race is a socially-defined construct, the definitions of these communities are dynamic and evolve across time. For the purpose of this RFP, Agency

defines communities of color to include Native Americans, Latinos, Asian and Pacific islanders (further disaggregated according to local preferences), African Americans, African Immigrants and Refugees, Middle Eastern, and Slavic communities.

“Culturally Specific Organization” means an entity that provides services to a cultural community and the entity has the following characteristics:

(a) Majority of members and/or clients are from a particular community of color;

(b) Organizational environment is culturally focused and the community being served recognizes it as a culturally-specific entity that provides culturally and linguistically responsive services;

(c) Majority of staff are from the community being served, and the majority of the leadership (defined to collectively include board members and management positions) are from the community being served;

(d) The entity has a track record of successful community engagement and involvement with the community being served; and

(e) The community being served recognizes the entity as advancing the best interests of the community and engaging in policy advocacy on behalf of the community being served.

“Cultural Diversity Experience” means experience working with or being part of a variety of cultural or ethnic groups within a society. This may include:

- Hiring a diverse workforce to expand knowledge and provide additional services to the public;
- Language diversity within an organization; or
- Experience working with a minority-woman owned business.

“Culturally Responsive Services” means work tailored to an individual or communities’ cultural background, beliefs, knowledge, frames of reference, or specific needs in an Underserved Population. This may include:

- Business practices or strategies in place to understand and address the needs of a particular culture;
- A relevant marketing and outreach plan designed to publicize to Underserved Populations the availability of the new housing opportunities;
- Specific services offered in an individuals preferred language;
- Development, sponsorship or management by a diverse and representative leadership; or
- An ongoing service partnership with a culturally specific organization.

“Inclusion Experience” means experience with individuals with different identities (including those of different races, ethnicities, genders, ages, religions, disabilities, and sexual orientations) feeling or being valued, leveraged, and welcomed within a given setting (e.g., your team,

workplace, or industry). This may include:

- Identifying barriers that stand in the way of people feeling a sense of welcome and belonging;
- Business practices that ensure a diverse team is engaged and part of the decision making process; or
- Evaluation work focused to survey all individuals in a targeted area.

“Underserved Populations” means a population whether identified by ethnicity, race, minority factors, culture, or place of origin with a shortage of or obstacle to services.

4. Amend the RFP document, Section 3.2.2, Proposal Page Limits, to add the following item to the list that does not count toward the page limit:

- Sample Work

5. Amend the RFP document, Section 3.3.4, Culturally Specific Organization – Attachment H, as follows:

If Proposer desires to qualify as a Culturally Specific Organization under this RFP, Proposer must complete and return the Culturally Specific Organization (Attachment H) and supporting documents with its Proposal. If Proposer has already certified with Agency as a Culturally Specific Organization, Proposer must note that in Attachment-~~4~~ **H** and return the form as described in the RFP.

6. Amend the RFP, Culturally Specific Organization – Attachment H, page 2, paragraph 1 only, as follows:

Check this box if certification and supporting documentation has already been submitted to OHCS and accepted under a different opportunity. Certification is valid until December 31, 2023 (this Attachment-~~4~~ **H** must still be submitted with your Application).

7. Amend the RFP, Section 4.9.3, Round 1 Evaluation Criteria, part 3 and 4. as follows:

3. Project Teams’ Qualifications, Role on the Team, and Years of Experience and Expertise (Total maximum 20 points). Up to 10 preference points will be given for a firm’s ~~cultural diversity and equity experience~~ Cultural Diversity and Inclusion Experience, which includes the two Key Persons’ experience listed in Attachment D. - Proposer must provide written statements that address the following:

a. Describe Proposer’s ~~key person~~ **Key Person** or proposed project team and summarize the qualifications of each staff person who will be assigned to this work, including the role of each staff member, the numbers of years of related experience, and their expertise. Explain where the project team would be located. Please relate this experience back to specific requirements of the Services so that we can see all requirements are well covered.

b. ~~Describe the equity analysis within the organization. Identify the cultural diversity of the intended project team.~~ Illustrate experience in assessing culturally specific strategies for delivery.

4. Recent and Related Work (Total maximum 20 points) - Proposer must provide a

written statement and related samples of experience that describe and address the following:

- a. List clients and show examples of related services and work product that the firm or Proposer's Key Person(s) has performed, completed, and were accepted by the firm's clients. Make sure to include a minimum of two (2) similar work samples within the last seven (7) years relevant to the Services required herein.
- b. Proposer must include the following information: client name, address, type of services delivered, list of team members who delivered the related Services, contact person, contact person's title, phone numbers, email address, samples of work delivered, date services were performed, clients' industry type, summary of work performed, and also include ~~cultural diversity~~ **Cultural Diversity** and equity services/analysis performed.

8. Attachment B – Disclosure Exemption Affidavit is deleted in its entirety and replaced with Attachment B – Disclosure Exemption Affidavit (Dated 2-18-21), which is attached separately to this Addendum #1 and incorporated by this reference.

9. Attachment D – Reference Check Form is deleted in its entirety and replaced with Attachment D – Reference Check Form (Dated 2-18-21), which is attached separately to this Addendum #1 and incorporated by this reference.

10. Amend the RFP document and Attachments, as follows:

Any reference to “culturally responsive work” or “culturally responsive services” shall be deleted in its entirety and replaced with the “Culturally Responsive Services” as defined in Section 2.2.

11. Amend the RFP document and Attachments, as follows:

Any reference to “cultural diversity” shall be deleted in its entirety and replaced with “Cultural Diversity” as defined in Section 2.2.