



**CITY OF WACO**

**Purchasing Services**  
Post Office Box 2570  
Waco, Texas 76702-2570  
254 / 750-6640  
Fax: 254 / 750-8063  
www.waco-texas.com

Date: 6/24/21  
RFQ No: 2021-028  
Commodity: Disparity Study Consultant

**Closing Time: 2:00 P.M., June 30, 2021**  
**Opening Time: 2:01 P.M., June 30, 2021**

RFQ Opening Location: Purchasing Services Office  
1415 N. 4<sup>th</sup> Street, Waco, TX

**Addendum No: 2**

The above-mentioned qualification invitation has been changed in the following manner. **Sign and return addendum to the Purchasing Office by the closing time and date with your RFQ response.** Returning this page signed by your authorized agent will serve to acknowledge this change. All other requirements of the invitation remain unchanged. If you have any questions, please call or stop by the Purchasing Office at the above address.

**THE FOLLOWING IS BEING ISSUED AS ADDENDUM NO. 2**

**Please review the answers to questions that were submitted and note the extension of the submittal deadline.**

~~Closing Time: 2:00 P.M., June 30, 2021~~  
~~Opening Time: 2:01 P.m., June 30, 2021~~

**Closing Time: 2:00 P.M., July 8, 2021**  
**Opening Time: 2:01 P.M., July 8, 2021**

Firm: \_\_\_\_\_

Address \_\_\_\_\_

Signature of Person  
Authorized to Sign: \_\_\_\_\_

Signor's Name and Title  
(print or type): \_\_\_\_\_

Date: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_



1. For the prime contract data the City maintains, please note whether these data include the following information for all, some, or none of the contracts. Please answer separately for each industry to be included in the study; also note whether the data are available electronically or as hard copy.

All the following is tracked by different departments. It is not available in one file.

- Firm name.
  - Firm address, city, state, zip code.
  - Firm phone number.
  - Firm email address.
  - Firm contact person.
  - Firm owner race and gender.
  - Firm owner veteran status.
  - Prime contract number.
  - Prime contract title.
  - Start date of contract.
  - End date of contract.
  - Award amount.
  - Amount paid (total or to date).
  - Type of work performed.
  - Industry category code, such as NAICS or NIGP.
2. For the **MWBE subcontract data** the City maintains, please note whether these data include the following information for all, some, or none of the contracts. Please answer separately for each industry to be included in the study; also note whether the data are available electronically or as hard copy.

Not available

- Firm name.
- Firm address, city, state, zip code.
- Firm phone number.
- Firm email address.
- Firm contact person.
- Firm owner race and gender.
- Firm owner veteran status.
- Prime contract number.
- Prime contract title.
- Start date of contract.
- End date of contract.
- Award amount.
- Amount paid (total or to date).
- Type of work performed.
- Industry category code, such as NAICS or NIGP.



3. For the **non-MWBE subcontract data** the City maintains, please note whether these data include the following information for all, some, or none of the contracts. Please answer separately for each industry to be included in the study; also note whether the data are available electronically or as hard copy.

Not available

- Firm name.
- Firm address, city, state, zip code.
- Firm phone number.
- Firm email address.
- Firm contact person.
- Firm owner race and gender.
- Firm owner veteran status.
- Prime contract number.
- Prime contract title.
- Start date of contract.
- End date of contract.
- Award amount.
- Amount paid (total or to date).
- Type of work performed.
- Industry category code, such as NAICS or NIGP.

4. What is the M/WBE / SBE / DBE goal for the project?

There will no participation goal for this study

5. What is the timeline to complete the study?

4 – 6 months

6. What is the amount budgeted for the study?

None

7. Once awarded, what are the payment terms for this project?

Net 30



8. Is a vendor required to be registered to do business in Texas (or Waco) prior to submission of a proposal? If not, at what date and time does a successful awardee have to be registered to do business in Texas?

The vendor must be registered with the state of Texas Secretary of State to do business in Texas.

9. What other kinds of registration requirements are there for bidders or awardees and what is the required timing in relation to the submission date?

N/A

10. May an awardee have an employee who not a US citizen and would work on this project from outside the USA?

Prefer within USA.

11. Is there any advantage in the review process for a vendor to have a physical presence in Texas?

Stakeholder meetings are important.

12. Same question, but for a presence in Waco.

Stakeholder meetings are important.

13. Is there any aspect of the bid evaluation process that gives an advantage to a proposal that has a prime or a subcontractor in Texas or Waco?

No

14. What is the anticipated or acceptable or currently planned range for the total bid price? Please do provide any known or potential bounds. Even speculative bounds would be helpful. Presumably when this work was authorized there would have been a budget amount or a range or a cap for the vendor. Or, there may have been a budget amount or a range or a cap for the entire project (including Waco staff and other budget items related to this project).

There is none currently. Price will be discussed with top ranked submitter.



15. What sort of non-monetary support (in terms of staff time or providing data or documents) will the sponsor offer to the successful vendor?

Economic Development and Purchasing will strive to provide data as needed.

16. In particular, will the sponsor provide databases with relevant content and provide data dictionaries for such databases?

2 years

17. Is there any need or requirement for the vendor team (or a member of the team) to visit or conduct any activities within Texas or Waco?

There will be opportunity to meet with business and you may conduct stakeholder meetings.

18. What is the highest level of statistical training and statistical capacity that will be present among the members of your review team—the people who will review the submitted bids?

There are no statisticians on staff.

19. When and where will you make available a list of firms with their name and contact information for a) firms which are looking to team up for a bid or b) firms which have contacted the sponsor to indicate interest in this RFP?

After submissions are received, a list will be provided on the Purchasing's website at [www.waco-texas.com/bids.asp](http://www.waco-texas.com/bids.asp)

20. Can you please supply a Word version of the RFP that can be edited and copied? (Useful for proposal preparation.)

There is not a complete copy of the RFQ available in Word

21. Please list relevant databases that will be made available to a successful vendor and describe their content.

<https://comptroller.texas.gov/purchasing/vendor/hub>

22. Is the data on past bids, bidders and fulfilled contracts available in electronic format? What is the mixture between electronic and hardcopy sources of such data?

Mixture



23. Please supply lists or links to lists of firms that are certified in Texas as DBE, WBE, MBE or any other certifications related to disadvantaged groups.

Please see question #21

24. For contracts that were awarded and vendor bids that were offered during the designated calendar study period, what specific demographic information will be available from your databases for the race and gender of the ownership of each bidding firm? E.g., is it just minority vs. non-minority or are the races specified, such as Black, Hispanic, Asian, etc.? And, is the gender as male or female? Is DBE broken down into categories, and, if so, what are the categories? Is ownership defined as the demographic group with at least 51% ownership? Is the race and gender available for all bidders or just for the winning bidder for an RFP?

The City does not have a database with the race and gender broken down into categories.

25. Please supply the names of any firms that have done disparity-related work for Waco or McLennan County previously. Please designate any firm that is currently or within the last year has done disparity-related work for Waco.

None

26. In the Additional Background and Capabilities Section can resumes be included in an Appendix that do not count towards the 10-page limit?

Resumes count toward the ten-page limit.

27. Does the City of Waco have a timeline or expected duration of the project?

Refer to question #5



28. Does the City of Waco maintain federally and non-federally funded prime contract data for all types of procurements (i.e., construction, professional services, goods and other services)? If so, is this information available for the last five years and in electronic format?

The City maintains prime contract data for projects over \$50,000.00.

- (a) Is this information available for the last five years?

No, this information is available for the last two-years.

- (b) Is this information available in electronic format?

Yes

29. Does the City of Waco maintain subcontract data for both HUBs and non-HUBs?

Refer to question #2

30. The 'Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion' form on page 47 of the RFQ asks for the signature of the "lower tier participant (bidder/proposer/subrecipient)". Are firms required to have a subcontractor to submit qualifications?

No

31. Is a cost proposal required when submitting a Response to Qualifications? If so, what is the level of detail that is required?

No, this will be discussed during negotiations with the top ranked submitter.

32. Is there an MWBE participation goal for this Disparity Study?

Refer to question #4

33. What years should the study period cover?

Five years



34. What is the approximate number of contracts for the proposed study period?

*Purchasing has data readily available for two years for projects over \$50,000.  
The number is 136 contracts.*

*(Also, there could be several contracts for professional services that did not come through Purchasing.)*

35. What is the approximate total dollar value for the contracts for the proposed study period?

*We do not have a total citywide dollar figure.  
We can provide a number for Purchasing, but not the for the entire City.*

36. Has the City tracked the following prime data? Please respond separately for each field of information. Please indicate if the data vary by the type of contract: construction, architecture and engineering, professional services, services, goods and supplies:

*Refer to question #1*

- Prime contract identification number-
- Prime contract name -
- Dollar amount of payment(s) to prime contractor for the study period (inclusive of all change orders)
- Original dollar amount of prime contract award -
- Contract start date
- Contract end date
- Contract status (open/closed)
- Business name of prime contractor
- General description of services performed, or goods supplied under prime contract
- M/WBEHUB or non-M/WBE/HUB status of prime contractor (including race, ethnicity, and sex)
- Prime contractor address, telephone number and email address
- Prime contractor contact person and title





- Six-digit NAICS code(s) and/or detailed description of work performed on the contract

37. Has the City tracked MWBE/HUB subcontractor data? Please respond separately for each field of information.

Refer to question #2

38. Has the City tracked non-MWBE/HUB subcontractor data?

Refer to question #3

39. Appendix A, II., Phase 1, refers to a “Project Team Review”. Please define what is desired for this element, as we are unfamiliar with this term.

This would be a team available to answer questions on City policies, procedures as the work plan is finalized with the top ranked submitter.

40. Our firm is a Texas-based sole proprietorship. Which form should we submit establishing my authority to contract?

The Business Identification Form

41. Is the Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion (page 47 of the RFP) required to be submitted by the bidder for this RFQ?

Yes

Is it required for any local subconsultant we would propose for our team?

No

42. Has the City conducted previous disparity studies?

No

43. Contracting disparity studies involve very different data sources and operate under different legal standards than workforce programs, and therefore are rarely if ever, included in the scope of work of a contracting study. Will the City accept a study that does not include the collection and analysis of workforce reports?

Yes



44. Does the City have a certified MWBE directory of firms to access for local subconsultants?

The City utilizes the Statewide Procurement Division Historically Underutilized Business program

45. As this RFP does not require the resale of any goods, are forms “Texas Sales and Use Tax Resale Certificate” and “Texas Sales and Use Tax Exemption Certification” required?

The forms are for informational purposes.

46. Can you give me more detail on the scope of work that should be completed under Phase 1 for: “Conduct a review of identified peer MWBE programs.”

The Greater Waco Chamber has access to some software to help identify any MWBE programs.

47. How big is Waco’s current database of vendors?

7,564

48. Are you looking for results across all industries (collectively), or are there specific industries in which Waco wants reporting/analysis?

All industries.

49. Do you only want us to survey companies in the City of Waco, or do you want us to look at a broader geography?

McLennan County