

Addendum No. 1 October 21, 2008

2(A) RFP Timeline

Day/Date	Description
Thursday, October 2, 2008	Advertisement announcing RFP placed in Everett Herald and Daily Journal of Commerce. Announcement of RFP placed on City of Lynnwood website. RFPs available to vendors.
Friday, October 10, 2008	MANDATORY Vendors' conference to be held from 12:30 p.m. to 2:30 p.m. at City of Lynnwood Utilities Maintenance Center, 20525 60 th Avenue West, Lynnwood, WA 98036.
Note:	All of the below dates have been changed.
Tuesday, October 21, 2008	Written answers to applicable questions posed at vendors' conference distributed to all known vendors.
Thursday, October 30, 2008 2:00 p.m.	RFP responses due at City of Lynnwood Utilities Maintenance Center, 20525 60 th Avenue West, Lynnwood, WA 98036.
Friday, November 7, 2008	Vendors' responses will be analyzed and scored by the evaluation team. The total score will factor heavily into the City's decision as to which vendors will be considered finalists.
Tuesday, November 18, 2008	A decision is made as to which vendors will be named finalists. All vendors will be notified of the City's decision.
Wednesday, November 26, 2008	Finalists' references may be contacted at the City of Lynnwood's discretion.
Month of December, 2008	Finalist vendor presentations (if necessary) at the City of Lynnwood Utilities Maintenance Center, 20525 60 th Avenue West, Lynnwood, WA 98036. Specific presentation times will be announced.
Month of December, 2008	Award to apparent successful vendor is made subject to successful negotiation of terms and conditions. Notice of award to apparent successful vendor posted on website.
Month of December, 2008	Contract negotiations begin.
Month of December, 2008	Development, implementation plans begun.



Diversity Training Consultant RFP #1723

Answers to Vendor Questions October 10, 2008

1) What is the desired length of the training class?

Four (4) to eight (8) hour training class, but we are open to other options.

2) What are the desired outcomes or goals of training?

Increased sensitivity to people of different cultures; focus on both external and internal interactions; we want people to leave with a good feeling about the training. Another outcome would be sensitivity, awareness and education about different approaches and methods on how to deliver high level of service to a multi-cultural client base. Also, one of the outcomes should be to get people thinking and perhaps continue the conversation in a way that focuses on positive outcomes and deliverables in an honest way. We definitely don't want people to be angry or resentful but these are tough and often uncomfortable things to talk about but more exposure with actual tools will be important.

3) Is there room within proposal to do some interviews/assessment process?

Yes, our plan was to have the selected consultant meet with an employee/supervisor group prior to training.

4) How will community be involved in shaping process?

We could invite the diversity commission to provide input. This group is already in place. We could also expand that to include a senior from the senior center, a teen from LTAG, and maybe even someone with a physical disability since diversity and biases transcends just race.

5) How does the City vision relate to this?

The City has been going through a visioning process currently. The overall vision will be established as a result of this process. We do want to increase City staff awareness.

6) Where can we get statistics regarding demographic information?

We can provide statistics from the Human Resources and Economic Development Departments.

7) Would we invite the Korean community to sit in?

No, this training is a city-wide undertaking. Perhaps that might be more appropriate later down the road but not for this purpose.

8) Are we looking to break out managers?

Could consider it if consultant recommends it.

9) What about diversity recruitment efforts?

Multicultural job fairs; mailing to community groups; advertising in ethnic papers.



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**Answers to Vendor Questions
October 10, 2008**

10) What is format?

The format is outlined in the RFP.

11) Are we looking at different models?

Yes