

**Culture and Community Design Community Engagement Specialist
RFP Questions and Answers**

1. What is the size and duration of the cohort?

The size of the cohort is to be determined but will be no more than 40 people. The duration of the cohort will be from August – December 2024.

2. Which ARC staff positions does this project intersect with?

The Culture and Community Design class is led by the Community Engagement Culture team within Community Development Department. Additionally, ARC staff in Community Development and other departments may take the class but that is to be determined.

3. Are there avenues for accountability in regards to planning and policy?

Accountability avenues are designed within the program by collaborating with community partners in the planning process.

4. Is there an agreement to incorporate strategies?

Strategies presented by the cohort have been recommendations for past CBO's.

5. Is there an opportunity to support or coach planning on taking these steps?

Yes

6. Does one need to be a certified DBE?

No, but it is ARC's policy to ensure that DBE's have an equal opportunity to receive and participate in DOT-assisted contracts.

7. Beyond the requirements identified in the Contractor Agreement on page 2, Section 9, are there any additional legal or certification requirements needed by Prime?

No.

8. Is Secretary of State registration required? Is this opportunity open to sole proprietors?

Registration with the Secretary of State is not required if there is no business to register. Yes, it is open to sole proprietors.

9. Can previous work examples be included? Will this be part of the 3 page limit of the proposal or treated as extra attachments?

Previous work samples can be included and will not count against the 3-page limit.

10. Who is providing facilitation for the program?

The chosen applicant will serve as co-facilitator with Roshani Thakore, Head of Community Engagement and Culture, supported by additional Community Engagement and Culture staff.

Is this to be determined?

No.

Is additional funding set aside to cover costs of facilitation or possible contract facilitators?

No, fee includes co-design and co-facilitation.

11. Could we request an electronic submission in light of the lifting of all delivery guarantees from all the courier companies?

A hard copy is required per the information outlined in the RFP.

12. Could you let us know if you have a local preference or are you open to a Canadian agency that has done similar work with clients across the United States, with some currently being the States of California, Colorado and Wyoming?

There is no preference for a local individual or organization.

Participation in required meetings can be in-person or virtual and can be determined with the selected applicant.

13. Under "Curriculum Co-Design", there is a deliverable: "Attendance in weekly meetings during class sessions for additional facilitation support." In order to understand the scope of work and create a budget, it will be important to know a range of number of class sessions and if this attendance must be in every meeting, and if it is expected to be in person. Additionally, the length and number of course sessions will help us be able to better understand and propose how much input is required on the course curriculum. Or, if there are currently not answers to those questions and if we should propose answers in our proposal, that would be great to know.

Attendance to weekly meetings can be in-person or virtual and can be determined with the selected applicant. The class's duration will be approximately 38 hours total between August through December. The exact details will be determined with the selected applicant.

14. Is the specialist expected to be present in-person for the monthly meetings?

Attendance can be in-person or virtual and can be determined with the selected applicant.

15. **What about the weekly meetings during class sessions?**

Attendance can be in-person or virtual and can be determined with the selected applicant.

16. **Can an Atlanta-based business that is an MBE, but not certified as a DBE, meet the DBE requirement?**

DBE certification must be fulfilled through GDOT/MARTA to meet the DBE requirement.