



# CITY OF DAYTON, OHIO

## HUMAN RELATIONS COUNCIL

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**TO:** Proposers on RFP No. 21-007HRC

**FROM:** City of Dayton, Ohio  
Division of Procurement

**SUBJECT: ADDENDUM 1 - Questions and Answers for above RFP**

The City of Dayton OH has received questions relating to our RFP No. 21007HRC Fair Housing Community Engagement Coordinator.

The following are the questions with answers for this RFP. Please consider this document in preparation of your company's proposal response. In the answers of these questions, the City of Dayton shall be noted as "City".

The Dayton Human Relations Council will not be accepting any additional questions regarding this solicitation from the time of posting this Addendum 1 to the proposal closing time and date. Please submit proposals to the best of your company's abilities. All proposals submitted on or before the closing date and time will be considered for acceptance.

To ensure the integrity of the proposal process, a signed copy of this proposal addendum notice should be included with your company's response to this RFP.

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Company Name)

Sincerely,

  
Joann Mwasha  
Deputy Director



**CITY OF DAYTON**  
**REQUEST FOR PROPOSAL (RFP) NO. 21-007HRC**  
**Fair Housing Community Engagement Coordinator**  
**March 2021**

In the answers of these questions the City of Dayton shall be noted as “City”.

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1. My questions are what is the best way to go about submitting the electronic copy to the stated physical address? Is it acceptable for the electronic copy to be hand delivered to the specified address so long as it is properly sealed and addressed?

**ANSWER:**

The RFP 21-007HRC is posted on the City’s website at <https://www.daytonohio.gov/DocumentCenter/View/10549/RFP--21-007HRC-Fair-Housing-Engagement-Coordinator?bidId=734>.

Due to COVID, Procurement is not accepting a hard copy of the proposal(s).

As stated “...Proposers are to submit one (1) electronic PDF copy...”.

1.05 SUBMITTING A PROPOSAL. Each Consultant seeking consideration for performance of services related to this RFP must submit a proposal. All proposals shall be submitted as a PDF via electronic submission to [bids@daytonohio.gov](mailto:bids@daytonohio.gov). The City has a 20meg limit for incoming e-mail message sizes (20meg includes e-mail itself and any attachments total). Should your company’s proposal document exceed this limit, your company will have to submit its document in multiple parts (emails). Should bid documents require multiple emails, please designate in the “Subject” line of each email sent: RFP No 21-007HRC Diversity, Equity, and Inclusion, RFP No 21-007HRC Part 1, RFP No. 21-007HRC Part 2, and so forth.

2. Whether companies from Outside USA can apply for this? (like, from India or Canada)

**ANSWER:**

This grant will require an onsite coordinator as well as ongoing community engagement.

3. Whether we need to come over there for meetings?

**ANSWER:**

This grant will require an onsite coordinator as well as ongoing community engagement.

4. Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)

**ANSWER:**

Not at this time. This grant will require an onsite coordinator

5. Can we submit the proposals via email?

**ANSWER:**

The RFP 21-007HRC is posted on the City's website at

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