
Addendum 1 – RFP Questions and Answers

July 8, 2019

1. At a minimum, it is requested that the submission date be extended until Monday 22 July, or seven (7) workdays from the date all questions are answered, whichever is later. This should allow for adequate responses to the rfp, and also still accommodate a review commencement on 15 August. **The deadline will not be extended. City Council as well as the public wants to commence the investigation as quickly as possible. This will allow time to receive the proposals and finalize a signed contract quickly.**
2. What specifically is meant by “fee” and “total cost?” **Fee is hourly rates of specific individuals assigned to an individual on the job i.e. Person A \$20 hourly rate. Person B \$30 hourly rate Total cost is hourly rate fee(s) times expected hours i.e. Person A \$20 hourly rate x 100 hours = \$2,000 Person B \$30 hourly rate x 100 hours = \$3,000. Total cost = \$5,000.**
3. Is the City seeking an estimated price, a fixed price, or a structure of hourly billing rates associated with labor categories included in the individual offeror’s proposed staffing plan? IN OTHER WORDS, DO YOU CONTEMPLATE A FIRM FIXED PRICED COMPLETION CONTRACT, A FIXED PRICE LEVEL-OF-EFFORT CONTRACT, OR A LABOR HOUR CONTRACT? **Fixed Price Level of Effort to include fixed hourly rate structure with total contract base on level of effort.**
4. IN THE CASE OF THE LATTER, Would the contract price be based then on these hourly rates applied to the offeror’s proposed level-of-effort and its associated assumptions and approach to the independent investigation? **See Answer #3.**
5. My going in assumption is that this is intended as a Fixed Price Level of Effort whereby labor hours can be adjusted as needed during performance – is this correct? **See Answer #3.**
6. Would the contract award decision be based on the City’s evaluation of the most realistic technical approach to the project when compared to the realism of its associated staffing in terms of labor categories, quantities of hours, labor rates, and overall price? **A Best Value contract approach will be utilized in selecting the contractor which includes evaluating technical skill and price.**
7. Timeline and perpetrator’s employment history - Is it to correct to assume “timeline” means all events leading up to the tragedy, responses thereto, and all ensuing official actions? **Yes**
8. When would any official timeline be provided to the contractor for its independent analysis, identification of any deficiencies, and recommendations that would make it more complete? **It is expected that through interviews and data gathering that a detailed timeline will be created by the contractor.**

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9. When would the perpetrator's employment history be made available to the contractor and would it include his full employment history or only the portion pertaining to him as a City employee? **Upon the contractor starting the investigation all necessary records will become available. This investigation will be driven by the contractor so it will be up to the contractor to determine what documents need to be reviewed.**
10. Could any privacy or confidentiality provisions or processes delay it being furnished to the contractor and could there be any restrictions or redactions that would limit the contractor's thorough review and analysis? **No, we do not anticipate that to be an issue.**
11. Policies, procedures, and practices, e.g., facility security, prevention of workplace violence, employee alerting, response to active shooter notifications. Is there already a complete listing of City policies and instructions available that would allow offerors to estimate the magnitude of their review? **Some City policy and procedures are on www.vbgov.com. However, Human Resource policies and procedures are not on the website but will be made available upon commencement of the investigation.**
12. Will all such relevant documents be made available to the contractor in hard copy upon award, as well as electronically? **They will be made available either hard copy or electronically depending on the size.**
and could they be made available by pre-proposal distribution or the existence of an accessible library or reading room before offers are submitted? **No. It will be up to the contractor to request what is needed. The contractor will be the one that will have to request documents as the City Council does not want the City Auditor or management to play a role in the investigation.**
13. Unrestricted access to all employees, reports, documents, and other records necessary to complete the independent review. Will all city employees be directed to comply promptly with all contractor's requests, to include providing hard copies of all relevant documents and policy instructions, and contractor's full and unfettered immediate access to any and all employees and personnel files? **Yes. City Code 2-468 already requires employees to comply.**
14. What is the estimated number of employees who may need to be interviewed in connection with the proposed independent review? **A thorough review would probably require interviews of hundreds of people. However, it is solely up to the contractor to determine who needs to be interviewed.**
15. Would the number of employees be limited only to the perpetrator's most recent co-workers, all employees in Building 2, any employees working off-site on projects managed by the perpetrator, any previous or current employees at the Municipal Center who worked at any time or had contact with the perpetrator, etc.? **No. It is solely up to the contractor to determine who needs to be interviewed.**

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16. Can we assume that no sworn testimony would be required, and that a synopsis of interviews would be sufficient? **That is correct.**
17. Will the contractor be provided immediately all working documents and draft reports from the ongoing police investigation? Law enforcement has authorities that we would not have, so this is particularly important in terms of any cyber forensics and items/information obtained by search warrant. Although no investigative body would like to share information related to an on-going investigation, complete and timely data transfer and transparency from the police to the Independent Review team is critical to performance on this effort, and critical to meet City Council intent.

From the Chief of Police:

- There are two separate criminal investigations; one involving the Officer Involved Shooting and the other involving the suspect of the multiple homicides.
- We will stand up a “Data Center” where the IRT investigators can review material of the homicide investigation
- The criminal, and internal, investigations of the Officer Involved Shooting case will not be available to the IRT investigators
- Materials that are public records that would be released under the Freedom of Information Act can be copied and released to the independent investigators
- Materials that are not typically be released under the Freedom of Information Act can be viewed and the information contained therein may be utilized by the IRT to further its independent review but may not be copied
- The Police Department will assist the Independent Review Team as much as possible without jeopardizing their scope and focus of their investigation

We understand that the IRT will sign a confidentiality agreement limiting the release of all confidential information provided to it, which should include evidence and other confidential information gleaned from police investigative files.

18. Who would be the contractor’s single point of contact at the City and the City’s preferred process, location (City or contractor facility), and available hours for the contractor to access these employees? **As stated in the RFP it would be Lyndon Remias, City Auditor. A work space will be assigned at the Municipal Center and the contractor can work hours as deemed necessary. Appointments will be made with employees to accommodate their work schedule.**
19. Can you provide at least a general description or a more detailed listing of what is meant by “reports, documents, and other records?” **All City documents that are not prohibited from being released by law will be made available.**

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- 20.** When and in what format would they be provided to the successful offeror following contract award? **Depending on the size of the document either by hard copy or electronically.**