

ADDENDUM TO RFP

Request for Proposal: Hurricane Michael Financial Disaster Recovery Services

Initial Advertisement: November 12, 2018

Date of Addendum: November 21, 2018

To All Potential Proposers:

This addendum is issued to modify the previously issued RFP document and/or given for information purposes, and is hereby made part of the RFP package. Please attach receipt of this addendum in your response.

Questions & Answers

Q1. As stated in the proposal, the due date is November 27th. Due to limited staff and time due to the Thanksgiving holiday, would the County consider extending the due date?

A1. No, unfortunately, due to the expedited need of the requested services, there will not be an extension unless an inadequate amount of responses is received.

Q2. A MWBE goal is stated in Section 6.1.1-6.1.4, specifically the subcontracting plan and requirements for what must be provided in the proposal accordingly. What section does the County desire this information is to be included in?

A2. Section 6 should include this information.

Q3. The County asks for the “types of modules included in contract” to be provided for each reference. Can the County please clarify what they mean by “types of modules”?

A3. There should be information related to types of services performed under the contract (if applicable) with the entity providing the reference.

Q4. The County asks for a redacted copy to be provided if there is information that should be exempt from disclosure in the proposal. Does the County wish for the redacted copy to be a hard copy or an electronic format copy?

A4. Please provide a hard copy.

Q5. In the proposal requirements section, the County asks for an Operational Plan (Tab 7), a Proposed Management and Operations Plan (Tab 8), and a Management Plan (Tab 9). Can the County please provide clarification and draw a clearer distinction between what information is to be provided in each of these sections?

A5. These tabs may be combined into one tab. Please still label the tab as 7, 8, 9.

Q6. The manner in which content for Tab 7 is written implies this is where the County would like offerors to provide what we would normally refer to as the “Technical Approach” to performing the services. Please clarify that is not what is expected to be provided in Tab 2 or Tab 3, which seem to

just ask for acknowledgement of ability to perform the Statement of Work, then to repeat that in our proposal in Tab 7.

A6. The technical approach is not to be provided in Tab 2 or 3. This should be provided in Tab 7.

Q7. The County states that it wants separate technical and cost proposal packages. Would the County accept the Cost Proposal in the same box as the Technical Proposal if the Cost Proposal is separated within its own Envelope?

A7. Yes

Q8. In the Miscellaneous Documents section, the County has Attachment E – Cost/Fee Proposal included as one of the required documents. Should this document not be included in this section as per the County’s statement “Do not include any costs/fees in any part of the technical proposal”?

A8. Please remove Attachment E under Tab 11 “Miscellaneous Documents” section of Proposal 1. This is not required for Proposal 1.

Q9. In the Miscellaneous Documents section, the County has Attachment F – Label for Proposal Submission included as one of the required documents. Does the County wish to have the label for proposal submission on the submitted packaging and within this section?

A9. The proposal label should be located on the submitted package and does not need to be duplicated in the actual package.

Q10. In the Miscellaneous Documents section, the County has “Proposed contract (if awarded) in Microsoft Word format (if available)” listed as one of the required documents. Can the County please clarify what it means by the proposed contract, if it will be available, and how it should be submitted if the rest of the submission is in PDF format?

A10. The County requests a draft contract that the firm typically uses for these services. Please provide a separate document of the contract in Microsoft Word (if available, if not PDF is acceptable) on the same electronic media.

Q11. Please clarify the need for Attachment C if M/WBE efforts are not a scoring factor in the proposal.

A11. Please remove the need for Attachment C in your proposal documents, located under Tab 11 “Miscellaneous Documents” section of proposal 1.

Q12. In the Executive Summary section, the County has included the title page and table of contents. Would the County consider allowing the title page and table of contents to be placed before the executive summary?

A12. This is acceptable.

Q13. In the Executive Summary section, the County states that, “the signer of the proposal must declare that the proposal is in all respects fair and in good faith without collusion or fraud and that the signer of the proposal has the authority to bind the principal proponent”. Does the County wish for the Executive Summary to be signed by the signatory, or just to have the statement included?

A13. Please include a signed statement.

Q14. On the Attachment E Cost/Fee Proposal, it says “(sample)”. Does this mean that the County will accept pricing provided in other formats (i.e. rates only for the labor categories listed under section 2.2)?

A14. Yes, the Attachment E is provided as a sample only and therefore, the County will accept the fee proposal in multiple formats.

Q15. The submission requirements for electronic format state that the County desires an electronic copy in Microsoft word 10.0 or higher and adobe acrobat. Does the County want both a word and pdf version or will one or the other suffice?

A15. In regards to the proposal, Adobe PDF is required. For the sample contract, please provide in Microsoft Word and for the fee proposal, please provide in Microsoft Excel format.

Q16. The proposal states a requirement for a MWBE utilization plan and has two forms to be completed (attachment B and attachment C). If the offeror is capable of completing the scope of work without subcontractors, does the County want the offeror to submit a statement affirming this instead of attachment B and C? If completing the forms is required, how should an offeror who is not seeking subcontractors complete the forms in question?

A16. Attachment C has been eliminated through this addendum. In regards to Attachment B, yes, please provide a statement that no M/WBE subcontractors will be used for this project.

Q17. Does the County have an incumbent for this work?

A17. No, the County does not have an incumbent for this work.

Q18. There is a request for a certified financial statement. Pursuant to Florida Statute 119.071, can financial statements be provided under separate cover as the company deems that information to be confidential? If yes, is it necessary for the company’s financial information to be submitted in electronic format or will the hard-copy submission suffice?

A18. Yes, hard copy is sufficient.

Q19. In Tab 10 (on page 8) the RFP states, “Preference will be given to solutions that have a favorable environmental impact”. Can the County please clarify what it means by this?

A19. When considering solutions, the County will take the environmental impacts as a contributing factor to the decision-making process.