



Call for Conservation Outreach Program (RFP)
Solicitation Number:

ADDENDUM 1
November 24, 2020

To Respondent of Record:

RESPONSES TO QUESTIONS

1. **Question:** Under Section III. Communication (A. Restrictions) the CALL FOR CONSERVATION OUTREACH PROGRAM SERVICES document includes the following language:

1. Respondents or their representatives are prohibited from communicating with any City of San Antonio officials to include:

- City Council members (as defined by the City of San Antonio Ethics Code),
- City Council member's staff
- San Antonio Water System (SAWS) Board of Trustees regarding the Conservation Outreach Program Services from the time the solicitation is released until it has been acted upon by the Board of Trustees.

Can you please confirm that the highlighted text applies to the 2 bullets above as well? In other words, please confirm that once the solicitation has been acted upon by the BOT and a contract has been issued, we will not be prohibited from communicating with council members (and their staff) as part of our normal business activities/operations (outside of contract activities).

Response: Yes, respondents or their representatives are prohibited from communicating with any City of San Antonio officials listed in the RFP.

2. **Question:** In reference to requirements outlined in Appendix E, Security Procedures: Will contractors be able to submit a completed and cleared back ground check results from a different third-party in lieu of a second background check for NPO employees?

Response: A NPO cannot submit their own background check results. NPO's must follow SAWS Security badging requirements.

3. **Question:** Page 2, Section II B. Interviews: How will respondents be notified of the requirement of an interview? How much notice will be given for the respondent to prepare for the interview?

Response: This allows us to reserve the right to conduct interviews if needed. We will work together to schedule at a time most convenient for everyone.

4. **Question:** Page 2, Section II C. Evaluation Criteria Summary: This section states respondents not providing a response to the criteria of quality assurance may be considered non-responsive, however, page 4, Section IV, Paragraph C. Response Format does not

include a reference to quality assurance or control. Does SAWS intend for a separate bullet to be included in qualifications and experience? Please clarify the desired location for these criteria to be explored.

Response: A separate bullet within qualifications and experience.

5. Question: Page 3, Section III Communications A. Restrictions: Respondents are prohibited from communicating with SAWS employees from the time the solicitation is released until contract is awarded. Please clarify if communication includes routine communications for the current contract. For example, submission of RFAs or invoice-related questions. Request ability to continue normal business communications for the current contract.

Response: See response to Question 1.

6. Question: Page 32, Exhibit A. Compensation for Performance Based Services, Section I-Basis for Compensation. F. Hosting Fees: This section states that hosting fees are available when both the Host NPO and the Presenting NPO are under contract with the SAWS Conservation Department. Please clarify if the Presenting NPO is to be compensated with half of the Hosting Fee.

Response: No the hosting fee goes to the Host NPO (that is the current the plan).

END OF ADDENDUM 1

This Addendum is 2 pages in its entirety, with no attachments.