



REQUEST FOR PROPOSAL

PROPERTY DAMAGE LEGAL SERVICES

Solicitation No.: R-17-007-JM

Addendum 1 | April 18, 2017

CLARIFICATIONS

Exhibit "A" – Community Outreach Plan

Remove and replace Section V.B.2.a., on Page 7 with the following:

a. SMWVB Community Outreach Plan – five (5) points maximum

- If the Respondent Firm has submitted a Community Outreach Plan, up to five (5) points will be awarded.

Respondents are to provide the following information, and other pertinent information associated with their Community Outreach Plan submission. This section of the Proposal shall be limited to three (3) sheets (8 ½ x 11).

1. Respondents must identify potential opportunities for SMWB utilization for non-legal services and/or non-professional services (i.e. courier services, printing, court reporting, etc.). **One (1) Point**
2. Respondents must provide a plan describing your firm's attempt to maximize participation of SMWBs (i.e. listing of outreach activities, SMWB listings or directories, advertisement mediums used for soliciting bids, etc.). **One (1) Point**
3. Respondents must provide a description of prior participation levels on previous projects where SMWBs participation occurred. SMWB information should be broken down into the following categories – small, minority and women owned. **One (1) Point**
4. Respondents must provide a plan to track and report actual utilization of SMWBs. **One (1) Point**
5. Respondents must provide the name and contact information of person appointed to coordinate and administer the SMWB outreach, tracking and reporting efforts. **One (1) Point**

Remove and replace Section V.B.2.b., on Page 7 with the following:

- b. Small Business Enterprise (SBE) status of the Prime - Ten (10) points maximum:**
- If the Respondent Firm is a certified Small Business Enterprise (SBE), and has an office in the San Antonio Metropolitan Statistical Area, ten (10) points will be awarded.

Remove and replace Section V.B.2.c., on Page 7 with the following:

- c. Non-SMWB Status of Prime and SMWB Subcontractor Participation - Ten (10) points maximum:**
- If the Respondent Firm is not a certified Small Business Enterprise (SBE), but has proactively identified SMWB subcontractors for non-legal services and/or non-professional support services (i.e. courier services, printing, court reporting, etc.), the Respondent Firm will receive additional points, based on number of SMWB subcontractors identified:
 - One (1) SMWB Subcontractor Identified = one (1) points
 - Two (2) SMWB Subcontractors Identified = three (3) points
 - Three (3) or more SMWB Subcontractors Identified = five (5) points

Remove and replace Section V.B.2.d., on Page 8 with the following:

- d. SMWB Non-Compliance:**
- If a SMWB Community Outreach Plan is not submitted, no points will be awarded **and** the proposal may be considered non responsive.

Proof of locality and SMWB certification (i.e., a valid Certification Affidavit from the South Central Texas Regional Certification Agency (SCTRCA) or the Texas Historically Underutilized Business (HUB) Program certification) **for both Respondent Firm and subcontractor(s) must be submitted. In addition, Respondent firms and their subcontractors must have an office in the San Antonio Metropolitan Statistical area for their own contract participation to count for SMWB credit.** Veteran-owned Business Enterprises (VBEs) are tracked for participation purposes, but are not eligible for point assessment.

The remainder of this Section is unchanged.

END OF CLARIFICATIONS

This Addendum is one (1) page in its entirety. There are no attachments.