



## **REQUEST FOR PROPOSAL**

**PROJECT MANAGEMENT TRAINING**

**Solicitation Number: R-11-014-MF**

**ADDENDUM #1 – 4:00 PM | May 20, 2011**

**CHANGE TO SCOPE OF SERVICES: REQUEST FOR PROPOSAL**

**ADD THE FOLLOWING STATEMENT TO THE SCOPE OF SERVICES:**

The scope of services is modified by the addition of the following paragraph to page 2 of the RFP, before “SAWS Estimated Project Cost”.

The San Antonio Water System (SAWS) reserves the right to extend the contract period for up to three (3) additional one year periods, based on the initial bid submitted, with permitted price increases not to exceed 2.5% or the annual rate of inflation, whichever is greater, should such an extension be mutually agreeable to SAWS and the Contractor.

**END CHANGE TO SCOPE: REQUEST FOR PROPOSAL**

**CHANGE TO EXHIBIT “A” – SAWS STANDARD INSURANCE SPECIFICATIONS**

**INSURANCE MODIFICATION:**

Professional Liability Insurance Coverage as listed on page 18 of the RFP, section 5, is waived and will not be required under this contract.

**END CHANGE TO EXHIBIT “A” – SAWS STANDARD INSURANCE SPECIFICATIONS**

QUESTIONS AND ANSWERS FOR THIS REQUEST FOR PROPOSAL FOLLOW

**Q1 Who is the incumbent contractor and what is the value of the contract?**

We do not currently have a contract for these services. The expected value range of the upcoming contract is stated in the RFP.

**Q2 Could you kindly let me know if you are part of the Texas DIR and would like to purchase this service through its contract vehicle? This does impact the pricing quote that we will have.**

SAWS can purchase through DIR, and vendor may state in his response an option for purchasing through DIR. Vendor may also submit an option for a rate or price that is different from his DIR offerings. Vendor should compare the scope of his DIR offerings to the requirements of this RFP.

**Q3 Would SAWS entertain a response that included options for live virtual project management courses or self-paced e-Learning resources?**

Yes.

**Q4 It would seem that requiring Professional Liability insurance is a little extreme considering this is a training program. If it were a professional consulting contract, I would understand better. Can you tell me why Professional Liability is required and would you consider a waiver of this condition for the training contract?"**

This has been included as standard language. We agree to waive this requirement for this training contract, given the proposal requirement that the successful vendor be a Registered Education Provider with Project Management Institute.

**Q5 If a company submits a reply to RFP number R-11-014-MF and meets all the criteria listed on page 3; section II; subsection C, but the proposed training solution cost is more than the "SAWS Estimated Project Cost" listed on page 2, would said company's bid still be considered?**

Yes.

**Q6 The RFP is requiring a Certificate of Insurance. However, our insurance provider sends that directly to our clients. I'm not sure they will send the copy to us to include in the RFP. Please advise.**

Per page 7 of the RFP, number 8. Exhibit "A" – Proof of Insurability, a sample insurance certificate of current insurance coverage should be included, as well as a letter on Vendor's Company stationery that their company carries the requisite insurance, and that such Certificate(s) will be provided upon being notified of contract award.

**Q7 In regards to the Questionnaire, question #5, “Is Respondent authorized/licensed to do business in Texas?” – we are incorporated in [another state] and have done business around the world. Is there something special we need to do to become authorized/licensed to do business in Texas?**

No. In this case, there is no specific applicable licensing requirement (such as for engineers, architects, or lawyers). Unless vendor has been restricted from doing business in Texas, vendor should be fine.

**Q8 On Exhibit “C,” Conflict of Interest Questionnaire – how should we fill this out if there is no conflict of interest?**

Vendor should consult their own legal advisor for guidance on this form.

QUESTIONS AND ANSWERS FOR THIS REQUEST FOR PROPOSAL COMPLETE
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END ADDENDUM #1
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