



REQUEST FOR PROPOSALS RATE DESIGN STUDY SERVICES CONTRACT

R-13-011-RA

ADDENDUM #1 – 4:00 PM (CDT) JULY 15, 2013

CHANGES TO RFP

1. Section IV. Submitting a Response, **No. 4. Project Team and Resumes** (page 9) – **REPLACE** subtitle with the following:
 - “**No. 4. Project Team and Resumes including Organization Chart**”
2. Section IV. Submitting a Response, **No. 5. Team Experience** (page 10) – **REMOVE** the following:
 - “including Organization Chart”
 - “Reference contact to include name and phone number”
3. Section IV. Submitting a Response, **No. 6. References of the Firm** (page 10) – **REPLACE** paragraph with the following:
 - “Provide references from clients identified in Section 5 for whom Respondent has performed similar services. Specifically, provide name of point of contact and a phone number for each client.”

4. Respondent Questionnaire, **No. 6. Affirmative Action** (page 18) – **REPLACE** section with the following:
- Respondent agrees to adhere to the EEO requirements contained in the RFP section V, sub-section “B”, paragraph 1.

RESPONSES TO QUESTIONS RECEIVED BY 4:00 PM, JULY 8, 2013

1. The Solicitation indicates that responses are limited to 30 pages, not including required forms. I would like to confirm whether the following are considered “required forms.”

- IV.C 1 – Submittal Response Checklist
- IV.C.2 – Respondent Questionnaire
- IV.C.3 – W-9 Form
- All items listed in Section V – Other Required Documents to be submitted

A. Yes, these are required forms and do not count towards the 30 page limitation.

2. We have responded to other RFPs with similar page limits which excluded consultant resumes from the page limit. Is that the case here as well? I recognize that resumes are not “required forms.”

A: Resumes count towards the 30 page limitation.

3. On page 8 of the RFP it states that we should include the proposal in CD format. How many CD copies of our proposal should we include?

A: Just one, as per the RFP

4. On pages 9-10 of the RFP, section 4. Project Team and Resumes requests that we include an organizational chart and section 5 is titled Team Experience including Organizational Chart. Should we include our organizational chart in section 4 or 5?

A: Section 4

5. Are any of the following items included in the 30-page limit?

- Front/back covers
- Tabs
- Blank pages (to facilitate two-sided printing and the use of tabs)
- W-9
- Table of contents
- Resumes (included as an appendix)
- Certificate of insurance

A: The above items are not subject to the 30 page limit.

6. Can you please clarify what should be included in the response format for Sections 4-6? Information seems to repeat in each of these sections so I just want to be sure we are including the correct information in the correct section.

A. *Reference Changes to RFP, Numbers 1-4.*

7. What is the difference between the reference contacts requested in the Team Experience section of the Response Format (Item IV.C.5 on page 10) and references of the firm (Item IV.C.6)?

A. *Reference Changes to RFP, Numbers 2-3.*

8. On the Respondent Questionnaire that must be completed and returned by the offeror, Item 6 (page 18 of the RFP) asks the respondent to adhere to the EEO requirements contained in the RFP's Section IV.C.10a. Section IV.10 of the RFP refers to understanding of the San Antonio Socio-Political Environment; there is no section 10a. What does this mean?

A. *Reference Changes to RFP, Numbers 2-3.*

No other items, dates, or deadlines for this RFP are changed.

END ADDENDUM #1
