



ADDENDUM 2

Questions/**Answers**

1. Is there a specific format to submit the budget?

No

2. What are the expected start and end dates for the scope?

It is up to the contractor to provide a schedule and anticipated project duration based on approach and level of staffing. We anticipate being able to issue a Notice to Proceed following contractor selection at the start of the new year.

3. Is it meant to be a 1-year or multi-year engagement?

One-year.

4. Reading the RFP, it looks like the offeror needs to submit a Letter of Transmittal, a Cover Letter, a Letter of Interest, and an Executive Summary. Can you please provide detail about what you would like the offeror to include in each?

It is up to the proposer to determine content based on the information in the RFP.

5. Is the Letter of Interest due with or before the proposal deadline?

It is due with the proposal submission.

6. How would you like the offeror to show/document staff availability?

This is up to each respondent, but at a minimum we would like to see how many hours will be dedicated to each staff member for the project.

7. Is preference going to be given to contractors that are headquartered in the local DC metro area?

No. COG has no local vendor preference. See scoring matrix in RFP for how the winning proposer is decided.

8. Required documents:

- a. Do we need to submit a certificate of insurance?

YES

- b. Do we need to set up the Electronic Payment information?

No. That will be done when the award is made. All proposers need to indicate they will accept electronic payment.

- c. What other required documents do we need to submit versus just acknowledge?

See RFP / Addenda and follow directions provided.