



ADDENDUM 1
June 7, 2022

Questions/**Answers**

1. In VIII.C.1 (Technical Proposal Contents), Section 1 (Qualifications of the firm and key personnel, RFP page 11) is limited to 10 pages, but items a (team description) and b (approach) within this section add to 10 pages total, leaving no page room for item c (organization and staff experience). Please clarify how long item c should be and the total Section 1 should be.

Correction will add two pages to the total allowed in Section 1.

“Section 1. Qualifications of the firm and key personnel (**12 pages**, excluding resumes)

a. Team Description: Identify the team lead, and each of the support team members, describing role and capabilities of each. (two pages maximum)

b. Approach: Provide a written description of how the team will approach each of the Tasks under the Scope of Services. Include information on proposed models, tools, data sources, etc. (two pages maximum per Task – total 8 pages)

c. Organizational and Staff Experience: Provide brief details on recent organizational and staff experience in each of the Task areas within the Scope of Services. (**Two pages maximum**)”

2. In VIII.E (page 13), section E indicates that the proposal should be submitted in 4 sections, but above in VIII.B (page 11) the RFP indicates that the proposal should be split into three files, not including attachments. The number of files and sections does not align and the contents are slightly different between the areas of the RFP requirements (e.g., where resumes should be included, with past work as indicated on page 13, or in a separate file). Can COG please clarify what should be included in which files for submission?

Sections 1 and 2 should be submitted in the same electronic file.

Resumes and Past Work should be submitted in the same file

File Submission alignment -

File 1 - Section 1 - Letter of Interest, Table of Contents, Executive Summary and Technical Proposal Section 2 – Project Management Plan

File 2 - Section 3 – Resumes and Past Work

File 3 - Section 4 – Offeror Responses/Cost/Forms

3. VIII.B item 3 c (page 11) indicates a DBE plan needs to be submitted, and page 13 item D.5 indicates a DBE form needs to be submitted, however in Section XI on page 17 the RFP states that “See the sample DBE Plan form Attachment D. This does not need to be filled out at this time. “ Can COG please clarify if a DBE form or plan needs to be submitted with the proposal response?

The wording on page 17 was a typo. A DBE Plan (and certification documentation) based on the tasks spelled out must be submitted with this response. A link to a writable PDF form for this purpose is at <https://www.mwcog.org/documents/2022/05/27/dbe-plan-goals-submission-form/>. Proposers will be scored based on that submission.

Any later Task Orders under this contract(s) will require additional DBE Plans to be submitted.

Please remember that this MUST be DBE firms only. No other certification will be accepted. Other certifications such as MBE, SWaM, etc. are NOT accepted and will not be scored.

More information on COG’s DBE Policy can be found at <https://www.mwcog.org/purchasing-and-bids/dbe-policy/>

4. Will MWCOC accept a partial proposal (i.e. for Task 1 only)?

No. The offer needs to address all tasks. The awardee(s) will need the capability to handle all tasks within the scope.