



ADDENDUM 2
August 10, 2023

Questions/**Answers**

#	RFP Text	Page Number	Question
1.	Project Resumes and Samples, 25 pages maximum [File C]	16	Is project reference form (Attachment C) included in the 25 page limit for File C? The page limit includes the form (Attachment C). All forms are included in the page limits for this RFP.
2.	XIII. Payments and Deliverables. A. All Task Orders and Work Assignments shall be fixed price unless otherwise agreed to in writing.	15	Please confirm the contract type is time & materials with a fixed ceiling. Contracts are not to exceed fixed price <i>not</i> Time and Materials. The total price should be based on a level of effort breakdown provided by the contractor as per the RFP.
3.	All of the information related to the proposal, including budgets, timelines, plans, deliverables, qualifications, and team lists must be included in the required pages except for Project Samples and Resumes (if applicable) and letter of transmittal.	15	Please clarify where we should include each item outlined in the Proposal Request Form and confirm that these items do not count towards the page limits specified for each submission file. Page limits include <u>all</u> forms. Please see page 15 and 16 for the locations of the various items mentioned in the Proposal Form. Follow those instructions. Acknowledgements are just checked off on the Proposal Form and the Terms and Conditions or Attachment E do not need to be submitted with the Proposal Form.
4.	Attachment E - Acknowledge and Accept Rider Clause	24	Please clarify where in Attachment E we should indicate our acknowledgement and acceptance. This needs to be acknowledged and accepted on the Proposal Form. Attachment E does not need to be signed or submitted with the Proposal.

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5.	Task 3	11	<p>Task 3 does not include a subtask for PCAP report development support, as included in the list of deliverables. Can you clarify your expectations for the role the Contractor shall play in the development of the draft and final PCAP?</p> <p>This is hereby amended to include Subtask 3f: Support PCAP report development, draft and final. Assume that in addition to the work described for the other subtasks that the Contractor will be expected to a) review and provide comments on draft PCAP sections and document (assume up to 3 rounds of comments), b) may be asked to assist with development of language and content for certain subsections of the Plan above those outlined in the other subtasks or c) as an optional task (priced separately), serve as the lead author for the entire PCAP in close collaboration with COG.</p>
6.	Task 5	13	<p>Task 5 does not include a subtask for CCAP report development, as included in the list of deliverables. Can you clarify your expectations for the role the Contractor shall play in the development of the draft and final CCAP?</p> <p>This is hereby amended to include Subtask 5j: Support CCAP report development, draft and final. Assume that in addition to the work described for the other subtasks that the Contractor will be expected to a) review and provide comments on draft CCAP sections and document (assume up to 3 rounds of comments), b) may be asked to assist with development of language and content for certain subsections of the Plan above those outlined in the other subtasks or c) as an optional task (priced separately), serve as the lead author for the entire CCAP in close collaboration with COG.</p>

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7.	Attachment F		<p>ICF has the following questions for attachment F (also embedded in Task 1 of attachment F, included with this email):</p> <ul style="list-style-type: none"> • Lines 1&2: Please confirm these rows should exclude all ODCs and subcontractor and DBE labor. • Lines 3&4: Please confirm effort included in these rows should also be represented in lines 1&2 and exclude subcontractor and DBE labor <p>Subcontractor Costs: Please clarify where subcontractor and DBE ODCs should be included</p> <p>Please show all labor costs and ODC costs for both prime and each sub (noting which sub is DBE) separately and individually for each. Please feel free to add rows and sub-rows as needed within the spreadsheet form.</p>
8.	Provide a list of proposed key and other staff to handle each type of assignment in the SOW, noting number of years of experience handling work related to the Task Order Scope of Work.	16	<p>Can you clarify how we should define 'key' vs 'other' staff?</p> <p>Key staff are central to the project by specific experience and qualification. The replacement of that staff must be approved by COG.</p>