

**ADDENDUM 1
12/5/2024**

QUESTIONS/ANSWERS

1. Does the Letter of Interest need to be signed by an officer (as per page 8) or will an authorized principal (as per page 9) suffice?

Offerors shall submit a letter of interest, as a cover page to the attention of Mr. Charles Felton, COG Contracts and Purchasing Manager, signed by an authorized principal or agent of the Offeror, which provides an overview of the submission, as well as, the name, title, and phone number of the person to whom questions may be directed concerning the submission.

2. The RFP states that the submission should “be organized to match the headings delineated below,” but the Response Form requests that Addenda be provided after the Cover Letter. Will you please confirm that you want the Addenda between the Cover Letter and Response Form?

Page 9 - ... the written submission shall be organized to match the headings delineated below ...

The Response form is a checklist.

3. Do you want a copy of Attachment A provided within the proposal or is the acknowledgment and acceptance of terms and conditions (required within the Letter of Interest) sufficient? If you are seeking a copy of Attachment A, do you also want it signed prior to selection or just a blank copy as acknowledgment?

Acknowledge the Terms and Conditions on the Response Form and submit the Signature page with B Response Form and Checklist.

4. The Response Form lists “Accept Electronic Payment” as a required form, but I do not see a form for that. Is our “Yes” indication and signature on the Response Form all that is needed for the Electronic Payment requirement?

The question asks if you accept electronic payment.

The Electronic Payment form will be provided upon award.

5. The Response Form lists, “Accord Form” next to the Proof of Insurance requirement. Is supplying a copy of our COI all that is required or is there an Accord Form that needs to be completed as well?

The Certificate of Insurance should be on the standard ACCORD form.

6. Will you please clarify where you would like the Management Approach section to go? It is listed as its own section at the top of page 9, but then it is not included in the submission organization section at the bottom of page 9.

PROPOSAL DOCUMENT ORGANIZATION

- A. Letter of Interest
- B. Response Form and Checklist
- C. Table of Contents
- D. Executive Summary
- E. **Management Approach**
- E. Qualifications of the Firm and Personnel
- F. Cost Proposal
- G. References