



ADDENDUM 1
July 11, 2023

This Addendum provides answers to questions submitted by the July 5, 2024 deadline.

Questions are in black print; **Answers are in red.**

1. The RFP references key staff and key personnel. Please describe MWCOG's expectations of key personnel with regard to future services delivered under this contract.
Key personnel will be the primary contact for the organization and any principal facilitators who may be providing services under the contract.
2. Section XIV, Evaluation and Scoring Criteria. Item B.4 states: "Price Proposal (15%) – the rates for the personnel, as stated in the Proposal, shall make up 20% of the scoring for this RFP." However, the accompanying Scoring Factor Charge also notes that the Price Proposal scoring maximum is 15%. Will the maximum points for the Price Proposal be 15% or 20%?.
Scoring shall comprise fifteen percent of the points.
3. Section I, Summary, on page 3 of the RFP states that the duration of contracts shall be "Thirty six months, beginning July 1, 2024, and expiring on June 30, 2027, with options to extend as described below." However, Section IX, Period of Performance, on page 7 of the RFP states, "The period of performance shall commence as of August 1, 2024 and continue for a period of thirty-six (36 months), expiring on July 31, 2027." Please confirm the period of performance for the IDIQ.
The period of performance beginning August 1, 2024, is correct.
4. The Price Proposal requires inclusion of a number of attachments. May bidders include images or as appropriate, replications of the completed attachments in the single Price Proposal volume, or does MWCOG require that bidders upload each required attachment to the LOCKBOX separately?
Attachments should be uploaded as part of the single price proposal volume.
5. RFP Section XIII, Proposal Instruction D.1, page 10 states that Attachment B, Proposer Qualification Form, must be included in the bidders' responses. In addition, RFP Section XV, Proposal Form, Required Document Checklist, page 13, states that Attachment B is Proposer's Qualifications. However, Attachment B of the RFP is the Non-Collusion Affidavit and no form entitled Proposer Qualification Form or Proposer's Qualification was provided. Please provide the Proposer Qualification Form and confirm the Required Document Checklist items accurately lists the Attachments.
The reference to a "Proposer's Qualification" document is in error. A revised Required Document Checklist is attached to this Addendum.

6. Although we anticipate that the vast majority of meetings will be facilitated in-person, to what extent if any does MWCOG desire that meetings be conducted virtually or in a hybrid virtual/in-person format?

While it is expected that most meetings will be in-person, COG would like the option for hybrid and/or virtual meetings, depending on the needs of the client.

7. Section VII.B. notes that services may include provision of guidance, checklists, or model forms to address the area of work, or to direct or monitor performance of the work. Please clarify the intent of the last phrase of the sentence: does this mean the development of a form that will help the client direct or monitor work or that the contractor should expect to direct or monitor performance of the work?

This section references materials that will describe any follow-up or next steps necessary to hold clients accountable for what was discussed and/or decided during the meeting(s).