

Addendum # 1
Federal Lobbying Services
RFP# FY18-ADMIN-01

1). Under the “Technical Proposal” section C. 1. E 1(Response to Specifications). Can you please identify the information being requested for “Response to Specifications”?

You are to respond to the Scope of Work as part of the Specifications. Please read Sections IV. And V. and hopefully that will make it clearer.

2) Also- Under section V1. Technical Specifications section 4 Business Specifications is not listed under C.1. E — do we include the Business Specifications in “Other Supporting Material”, C.1.F? If not, where should the Business Specifications be included?

I would use a different tab and put it “Business Specifications”. There you can put your “Confidential” Financials and your Proof of Insurance.

3). If we indicate that there is no conflict by checking box, do we still need notary to sign?

No, you will not need a notary.

4). Since we currently have an agreement with the County, can we use the existing agreement?

All agreements have to go through a procurement and legal review, I’m sure the format will be acceptable but cannot guarantee that the agreement won’t need minor changes.

5) If one of our references does not submit by 10/16, will the proposal not be accepted?

All reference requirements are due on November 16, 2017 by 5:00 p.m. See General Requirements, Section C,

15. Right to Waive Minor Irregularities

The Evaluation Committee reserves the right to waive minor irregularities. The Evaluation Committee also reserves the right to waive mandatory requirements provided that all of the otherwise responsive proposals failed to meet the same mandatory requirements and the failure to do so does not otherwise materially affect the procurement. This right is at the sole discretion of the Evaluation Committee.

6) Under Section C 1. D. Response to Contract Terms and Conditions- what specifically is the County requesting offers to do?

Usually Offeror's have indicated what their response is to the Contract Terms and Conditions that have been set forth in the RFP. For example, We agree to the terms and conditions in this RFP.