



**RFP No. PSC-19-14**  
**Addendum No. 1**  
**Issued: August 30, 2019**

Please find below questions and answers pertaining to RFP No. PSC-19-14.

**Question 1**

Is the PSC looking to hire a single consultant to manage all of the tasks outlined in this RFP or is the Commission open to bids on individual topics by offerors?

**Answer to Question 1**

The PSC is looking to hire a single consultant to manage all of the tasks outlined in this RFP. The Consultant may opt to submit as a joint venture with another firm or engage subcontractors to address individual topics. However, the prime contractor will be responsible for management of subcontractors.

**Question 2**

If an offeror is not able to provide Attachment D forms but can instead provide traditional references and contact information, will the proposal be considered or rejected? If the former, will a proposal without Attachment D forms be given a score of zero for "Experience and Past Performance"?

**Answer to Question 2**

If an Offeror is not able to provide Attachment D forms but can instead provide traditional references and contact information, the proposal will still be considered. A proposal without Attachment D forms will not be given a score of zero for "Experience and Past Performance" based solely on that circumstance.

**Question 3**

Attachment F indicates that when the PSC issues a contract in excess of \$250,000, it is required to ensure that at least 35% of the total contract is contracted to Small Business Enterprises. If an offerors' proposal is under \$250,000, does Section C.2 not apply and is the bidder not required to submit Attachment F with their bid?

**Answer to Question 3**

Section C.2 does not apply to contracts with a value of \$250,000 and under. The contract value includes the base and option years.

**Question 4**

Section C.2 states “Accordingly, and in addition to the preference points conferred by Section C.1 to certified contractors, the Commission requires that business enterprises so certified must participate in at least 35% of work unless the prime contractor is certified as a small, local, or disadvantaged enterprise.” Does this apply to businesses that are not certified as small, local, or disadvantaged enterprises? Are offerors who are not certified as small, local, or disadvantaged enterprises required to submit Attachment F with their bid?

**Answer to Question 4**

This provision does not apply to businesses that are not certified as small, local, or disadvantaged enterprises. Offerors who are NOT certified as small, local, or disadvantaged enterprises ARE required to submit Attachment F with their bid. Section C.2 states that if an Offeror is a certified business enterprise, it DOES NOT have to comply with the requirement to subcontract 35% of the work to another certified business enterprise.

**Question 5**

In section E.4.4, information on the offeror's firm size(s) is requested. What is meant by the term "firm size"?

**Answer to Question 5**

Firm size may be described in terms of assets, revenue, employees, or other measures to help us understand who you are and your capacity.

**Question 6**

If the offeror does not use automobiles in the course of their work, are they still required to obtain automobile liability insurance?

**Answer to Question 6**

Automobile liability insurance is required. A comprehensive umbrella policy will usually include all of the insurance required under Section G.1.1.

---

**-End of Addendum-**