

Questions received in response to RFP No. GA0915-001

Addendum #1

**** Proposers should acknowledge receipt of Addendum #1 in their proposal or cover letter ****

- 1. Is the cover letter included in the five page limit?**
 - No, a cover letter is not included in the 5-page limit
- 2. Is organizational chart included in the five page limit?**
 - No, the organizational chart is not included in the 5-page limit
- 3. The Client References section refers to “A list of three former clients...” Can the client references be current clients?**
 - Yes, current or former clients are acceptable references
- 4. Will proposals exceeding the 5-page limit be disqualified from further review?**
 - Yes
- 5. Are only the resumes excluded from the 5-page limit or is the entirety of the requested information under section 1(e) excluded from the limit?**
 - Under section 1 “Proposal Contents” the following sections are included/excluded:
 - a – excluded
 - b – excluded
 - c- excluded
 - d – included
 - e – Project Team, summary included however resumes can go in the appendix and are excluded
 - f – included (brief summary)
 - g – included – limit to 1 page
 - h – included
- 6. If not the entirety of 1(e), is the organizational chart and information included on that chart excluded from the 5-page limit?**
 - A brief summary of your project team is included in the 5-page limit. However, resumes, organization charts and other information should be included in the appendix and is not included in the 5-page limit
- 7. Are the client references under 1(g) excluded from the 5-page limit?**
 - No, client references are included in the 5-page limit, however, should be kept brief and limited to one page. Additional information, such as letters of recommendation

or a full resume can be included in the appendix and not counted toward the 5-page limit

8. If a firm resume is provided as reference under 1(f), is that resume excluded from the 5-page limitation?

- A firm resume is considered additional information and would be included in the appendix and not included in the 5-page limit

9. Can supplemental information be provided as an appendix that is not subject to the 5-page limit?

- Yes, supplemental information can be provided as an appendix, however, there is no guarantee that anything beyond the 5-page proposal will be thoroughly reviewed

10. Are the PAL meetings an in-person meeting or conference call?

- Both, depending on scheduling and availability. Proposers should anticipate 3-4 in-person meetings, and the remainder can be via conference call

11. Are there other meetings beyond PAL meetings that should be included in the expense estimate, such as ACWA conferences or MWDOC Board meetings?

- No

12. Will you accept a fee range that can be refined in the specified negotiations based on MWDOC providing additional information on their agenda for the coming year?

- Final negotiations are a part of the process. However, your proposal should specify your monthly fixed fee, plus an estimated yearly lump sum for travel and other direct costs