

December 5, 2018

**REQUEST FOR QUALIFICATIONS (RFQ)
PROFESSIONAL SERVICES
ALCOSAN DIVERSITY INCLUSION PROGRAM**

ADDENDUM NO. # 01

All Consultants submitting under the Request for Qualifications (RFQ) for the referenced procurement shall read and take note of this Addendum. The Documents for this procurement are hereby revised and/or clarified according to this Addendum.

Acknowledgment of RFQ Addendum: The acknowledgment attached to this Addendum is to be signed and attached with the Offeror's submittal.

Suzanne Thomas
Procurement Officer
ALCOSAN

Consultant Acknowledgement

Date

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DRAWINGS/FORMS

1.

INFORMATIONAL MEETING

An Informational meeting is scheduled at the ALCOSAN plant for the above project on December 6, 2018 at 10:00 A.M. (EST) in the O&M Auditorium. Any questions raised at this meeting will be answered in a separate addendum.

Additional questions have been submitted.

1. Will you have an option to call into the meeting on December 6th. Our firm is located in Texas.
 - a. Interested parties may access the meeting by calling 412-734-6286
At the prompt, enter 8256#
PIN # 825618#
We will have IT on hand in the event of any issues. If you cannot access the meeting, you may call (412) 297-2269 to speak with an IT person.
There will be notes from the meeting and the meeting sign-in sheet posted on the website.
If you are calling in, please send an email to Suzanne.thomas@alcosan.org so we may count you as attending.
There will be no video on this call.
2. Do you have a current initiative in place now?
 - a. No.
3. What is prompting this need for such an initiative?
 - a. Our organization is growing and including more employees with diverse backgrounds. We are in need of a systemic approach to diversity and inclusion as opposed to education only.
4. The initial file states that you are requesting a letter of interest, but there is another document that is requesting a full-blown response for an RFP.
 - a. ALCOSAN is a public authority under Pennsylvania law and therefore has a two-phase procurement process. The first is a request for qualifications and then a

shortlist, which will receive a Request for Proposal (RFP) requesting more in-depth information.

5. Will we have access to community leaders locally?
 - a. We don't envision the need initially.
6. I will be out of country and may not be able to call in. Will a record of the meeting on December 6th be available after the call?
 - a. The Q&A and attendance sheets will be issued and placed on the website.