

**December 6, 2018**

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

**ADDENDUM NO. # 02**

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

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Consultant Acknowledgement

\_\_\_\_\_  
Date

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**DRAWINGS/FORMS**

1.

**INFORMATIONAL MEETING**

An Informational meeting was held at the ALCOSAN plant for the above project on December 6, 2018 at 10:00 A.M. (EST) in the O&M Auditorium. The following ALCOSAN employees were in attendance: Arletta Scott William, Camille Smith, Suzanne Thomas, Donna Skundrich, Elizabeth Bowers, Beth Mellinger, Raymond Mroch, Robert Stimmler and Marye Zoe Young.

Several consultants attended the meeting by teleconference.

The Request for Qualifications was reviewed, and a brief Q&A session followed. Questions and answers presented at this meeting are as follows.

1. Can you give us some background on what prompted this project?
  - a. *ALCOSAN has been growing quickly over the years and it will continue to grow so we want to set the groundwork moving forward.*
2. Can you provide us with an organizational chart?
  - a. *Yes it will be attached (to this addendum). There is also one on our website.*
3. Relating to the schedule of the project it was stated the project will begin mid-2019 and will go through part of 2020 how long is the period of performance?
  - a. *The full calendar year of 2020. We are looking at 12 to 18 months but the schedule is flexible. The major components of the project are to be completed within 12 months beginning mid 2019. The remaining period, as needed, will entail Support, Feedback and Counseling.*
4. Question asked by Tina Patterson by teleconference: What is the project funding source?
  - a. *ALCOSAN is funded by our rate payers. This project is funded.*
5. How big of a team do you feel you will need to accomplish this work?
  - a. *The level of complexity with Change Management is extensive. It will be up to the consultant to decide. We will be looking to you to tell us how to implement this program and explain why.*

6. In regards to change management is this the entire organization from senior level to below and do you have a number of employees this will include so we can consider this in our Scope?
  - a. *Anticipate that all 415 employees will be included at one time or another.*