

July 23, 2018

**REQUEST FOR QUALIFICATIONS (RFQ)  
PROFESSIONAL SERVICES  
ON-CALL PROFESSIONAL SERVICES  
SOCIAL MEDIA CONSULTANT**

**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

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Date

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**DRAWINGS/FORMS**

1.

**PRE-BID MEETING**

The Informational Meeting was conducted on July 23, 2018, at 10:00 am in the ALCOSAN Auditorium at 3300 Preble Ave., Pittsburgh, PA 15233. In attendance from ALCOSAN were Joey Vallarian, Susan Mannella, Suzanne Thomas, Beth Ann Mellinger, Harriet Shank, and Marye Zoe Young. The questions and answers from the meeting are as follows:

1. You exclusively have a graphics person at ALCOSAN but, will you be willing to use other companies?
  - a. *No we will do all in-house.*
2. Will we work with the graphics person?
  - a. *Yes, all content, videos, writing and photos will be done in-house. However, we are open to suggestions on content. For example if you feel we should take a photograph of something.*
3. How do you want the proposal bound? In the RFQ it states that you will be taking sections out.
  - a. *Completely bound. Examples being wire, GBC.*
4. What do you consider as a major conflict of interest?
  - a. *If you represent one of the organizations that is publicly in direct conflict with ALCOSAN, you will need to identify this and explain how you are going to manage the information so they do not get our information and we do not get theirs.*
5. I work with a lot of Municipalities would that be considered a conflict of interest?
  - a. *Just identify to us what you think might be a potential conflict of interest and we review it. It is important to think about their relationship with Alcosan and how you can mitigate any potential conflict.*

6. Will we be creating campaign ideas to execute and develop or are we working on overall branding?
  - a. *This is less about a brand campaign. The scenarios listed in the RFQ are actually potential campaigns. We are expecting recommendations from you. Also we expect you to help teach us going forward how to become savvier in the Social Media areas.*
7. Will we be working with the other agencies that you have hired or just with ALCOSAN staff?
  - a. *Very seldom will other employees from the other agencies be involved. You will be work mostly with ALCOSAN staff.*
8. If we are short listed will we then meet with the Board of Directors?
  - a. *No, all evaluations are with ALCOSAN staff. We will make a recommendation to the Board of Directors and they would have to approve it but they are not involved in the evaluation process. Board of Directors meetings are open to the public.*

This addendum hereby incorporates the responses into the referenced procurement.