

April 7, 2025

**REQUEST FOR QUALIFICATION (RFQ)
PROFESSIONAL SERVICES
WEBSITE DESIGN UPDATE**

ADDENDUM NO. 06

All Consultants submitting under the Request for Qualification (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.

Procurement Officer
ALCOSAN

Consultant Acknowledgement

Date

April 7, 2025

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QUESTIONS

The following Questions have been submitted under this procurement.

1. Can you please confirm our understanding of the proposal contents & usage of SF 330 form?
 - a. Letter of Commitment - not part of SF 330 and must be submitted separately. Can include an additional 1-page executive summary. *The letter of commitment is the Executive Summary and 2-pages.*
 - b. First Page - not part of SF 330 and must be submitted separately - *Correct*
 - c. Table of Contents - not part of SF 330 and must be submitted separately - *Correct*
 - d. Team's Experience/References (Tabbed Section 1) - This is part of SF 330 Section D but attach a 1-page document for org chart. Team Resumes are submitted as part of SF 330 Section E & their participation in Section G. - *Correct*
 - e. MBE Participation - not part of SF 330 and must be submitted separately – *Correct.*
 - f. Right to Know - not part of SF 330 and must be submitted separately - *Correct*
2. For MBE, will you accept certification from National Minority Supplier Development Council?
 - a. *Yes.*
3. Our firm is currently in the process of obtaining MBE certification and we expect to receive it within the next 45 days. Would a pending certification be acceptable for the purposes of this RFP, or is current certification required at the time of submission?
 - a. *Identify it in your cover letter.*
4. Can you help us find certified MBEs? Is there a database we can leverage?
 - a. *You may look at the PAUCP website <https://paucp.dbesystem.com>*
5. What is your current CMS?
 - a. *Please see the previous addenda.*

6. Can you provide timelines on when RFQ finalists will be likely announced, and when do you expect to announce the RFP?

- a. *We are hoping to issue the shortlist after the May Professional Services Committee meeting (May 8); however, depending on how many submissions we receive, it may go to the June 12 meeting. RFP would be issued the next day as will notice of unsuccessful submittals.*