

# BCT RFQ No. 2024-BRAA-003

## Addendum #1

1. **Will you be responding to questions on a rolling basis, or withholding all questions and answers until after the question deadline of 1/8/25?**

Questions will be compiled and issued via one or more addenda.

2. **Please confirm whether items such as a proposal cover, table of contents, dividers, and an introductory cover letter will be counted against the 50-page limit?**

Above listed items do not count against the 50-page limit.

3. **RFQ Page 20, Section 5, Item 5.5: We note that there is very specific information required for the five client references detailed in this section. Is there a form you would like us to provide for said reference information, or is the intent that we include this information in our response to Part B, Statement of Qualifications, Section 2: Experience?**

There is no form. The response may be provided in response to Section 2: Experience or in another manner of your choosing.

4. **RFQ Page 20, Section 5, Item 5.6: We note that the Respondent must not be listed on the Florida Department of Management Services Convicted Vendor List, and that Respondent must provide documentation confirming same. Would you please confirm whether our completion and inclusion of "NOTIFICATION OF PUBLIC ENTITY CRIMES LAW" form (noted on RFQ Page 26, Item 8.1 Forms, item d.) satisfies the documentation required? If not, please clarify what specific type of documentation needs to be included with the submittal, and indicate where in the submittal it should be located.**

Completion of the form listed serves as notice to the respondent that they shall be deemed non responsive if the firm or and firm in the proposal is listed on the Convicted Vendor List.

5. **RFQ Page 22, Section 6, Part B, Section 1, last sentence: We note that "Brief comprehensive resumes should be provided", however it is challenging to be both comprehensive and brief at the same time. May we supplement the brief resumes with an appendix or ftp location that holds more detailed firm resumes of our key staff?**

Resumes provided should only be of key personnel relevant to the engagement and must be included in the response.

6. **RFQ Page 23, Section 4, Part C: Additional Requirements: We note that the directions state "Failure to provide the information required by Items 1 through 6 below**

...” However, following that text in the first paragraph, we note that there are only 4 items (1) Bankruptcy, Litigation & Contract Dispute Information; 2) Criminal History Information; 3) Negative Contract Performance Information, and 4) Debarment History Information. Are there two additional items that should be included, or should the opening sentence be changed to “Items 1 through 4 below”?

Items that are missing from the referenced section that are required in the response are:

5) **Debarment History Information.** A complete list of all cases of debarment filed, pending, or resolved by any public entity during the last five (5) years prior to the Due Date and Time, whether such actions were brought by or against the Proposer, any parent or subsidiary of the Proposer, or any predecessor organization. If the Proposer is a joint venture, the information provided should encompass the joint venture and each of the entities forming the joint venture.

6) **Qualification Submittal Signature Page.** The Statement of Qualifications must contain the Qualifications Submittal Signature Page containing the statement of offer that is signed by an official having authorization to contractually bind the company or firm.

7. **RFQ Page 26, Section 8, 8.1. Forms:** We note that there are 8 forms that need to be included with our submittal, but we are unclear on two things – a) whether they count against the 50-page limit, and b) where they should be located within the submittal. It would seem logical to include them in Part C: Additional Requirements, following the items listed in the first paragraph, but would prefer direction on whether we should establish an appendix to contain the forms, or include them in Parts A, B, or C.

Forms may be included in an appendix.

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