



**Solicitation Information
September 13, 2019**

Addendum #1

RFP# 7598946

TITLE: Environmental Technical Assistance MPA-309

Submission Deadline: October 1, 2019 2:00 PM (ET)

Attached are vendor questions with State responses. No further questions will be answered.

**Gail Walsh
Chief Buyer**

Vendor A

Question: Item #13 of Section 1 on page 6 of the RFP refers to a 1% Contract Administrative Fee that will be effective January 1, 2020. Our understanding is that in 2018, Governor Raimondo directed the Department of Administration not to impose the fee. Can you please confirm whether the Contract Administrative Fee will indeed be effective January 1, 2020 for MPA-309?

Answer: Yes, the 1% Administrative Fee is allowed and will be effective January 1, 2020.

Vendor B

1. With previous submittals for this contract, RIDEM has requested responses in an SF330 format. Is that format preferred for this submittal?

Answer: Yes, the SF330 is the preferred format for responses to this solicitation.

2. With one-inch margins requested in the format of this proposal, will it be acceptable to put any headers or footers within these one-inch margins?

Answer: RIDEM has no issues with headers or footers within these one-inch margins.

Please confirm that the 1200-word count for the cover letter only pertains to the text in the body of the letter (and does not include dates, salutations and signature blocks).

Answer: The 1200-word count only pertains to the text in the body of the letter and does not include dates, salutations, and signature blocks.

Please provide more information on the types of projects associated with Category 5. Public outreach and participation are often included as a part of the projects completed in the other categories (i.e. public notice, meetings and communication for a remediation project in Category 2). Please provide a couple of examples of typical types of projects that would be identified solely under Category 5.

Answer: Examples of types of public outreach projects that would be covered with a contractor under Category V may include emergency notification and ongoing public notification via dedicated webpage, text updates, mailers, public meetings, etc., in the case of a contaminated water supply or public meeting and outreach support to the Department for projects that necessitate a high level of community engagement where many different media are required for communication such as a dedicated, maintained webpage, emails, neighborhood meetings, etc.

3. If a contractor is listed on Category 1 or 2, and public outreach is required (i.e. notification mailings, etc.) will the work need to be done by a Category 5 contractor? In other words, is Category 5 for more intensive public outreach (workshops, websites, etc.) or is it for all public outreach to be performed by the Department?

Answer: Public Notice tasks typically required in the Remediation Regulations will still be covered by Category I and II. Category V outreach is intended for large-scale public outreach efforts that require significant time and number of tasks and meetings beyond the scope of the Remediation Regulations and would not necessarily be limited to Site Remediation cases.

Vendor C

- 1) On page 5, item 12: an evaluation process that scores our proposed ISBE utilization rate is mentioned. This RFP is not for a specific project, so we cannot specify a utilization rate. Is it ok to identify ISBE firms that we will use if a project requires those services?

Answer: Yes, please identify those ISBE firms you plan to work with if awarded a project under this MPA. If your firm is self-performing and will not be utilizing the services of an ISBE firm, please indicate -0- participation.

- 2) On page 6, last paragraph: there is reference to separate applications within a single RFP response. Should proposals for each category of work be bound separately, or collected into one bound file?

Answer: Each category should contain its own proposal i.e. each category of work should be bound separately.