

First Addendum

to

Request for Proposals

seeking

Grant Administrator Services

for

The Puerto Rico Broadband Program of the Puerto Rico Office of Management and Budget

RFP Number: PRBP-2023-PRBIF-03-001

RFP Publication Date: November 22, 2023

Deadline for Submissions: December 22, 2023

smartisland.pr.gov

First Addendum Date: December 12, 2023

FIRST ADDENDUM TO REQUEST FOR PROPOSALS

The Puerto Rico Broadband Program (“PRBP”), of the Puerto Rico Office of Management and Budget (“OMB”), issued a Request for Proposals (“RFP”) to obtain proposals from duly competent firms that can provide PRBP and/or the Government of Puerto Rico (“Commonwealth”; together with OMB, the “Government Parties”) with Grant Administrator Services, as defined in Section 2.2 of the RFP, for PRBP projects listed in Exhibit 1 of the RFP (collectively, the “Projects”).

The PRBP issues this First Addendum to the RFP (“First Addendum”), according to the terms and conditions set forth thereunder, including, but not limited to, RFP’s Section 6, in order to address and publish the responses to the inquiries received as of December 12, 2023, subject to the Reservation of Rights levied in RFP’s Section 6.

Id.	Inquiry	Response
1	<p>The RFP mentions “Respondents must provide audited financial statements for the last three (3) fiscal years, showing how it manages its resources and demonstrating that it has the financial capability to carry out the Scope of Work, as determined by the Government Parties.”</p> <p>As a privately held company, we do not have the ability to provide audited financial statements. Can you please clarify if a letter from our auditor attesting to our financial capacity to deliver these services will suffice? If not, can you please provide alternatives to allow us to demonstrate financial capacity?</p>	<p>Respondents that cannot provide audited financial statements (GAAP nor IFRS), will be evaluated by the Evaluation Committees defined in Section 5 of the RFP according to the criteria illustrated therein (please refer to RFP’s Exhibit 3, Technical Evaluation Committee, Evaluation Criteria, Part III. Financial Review: Financial Condition & Budget Breakdown).</p>
2	<p>Does the Government have an estimated number of subgrantees they anticipate awarding funds to?</p>	<p>No, the Government does not have an estimated number of subgrantees they anticipate awarding funds to.</p>
3	<p>Section 2.1 states that Government Parties may award one or several GAA’s, which may be segmented by one or more of the Available Funding source(s) defined in Section 2.4 of this RFP, does PRBP expect to award the scope of work detailed in the RFP to one contractor or multiple contractors?</p>	<p>Given that as of the date the RFP was published the NTIA has not issued the final Terms & Conditions of the corresponding awarded funds for the Commonwealth, the Government Parties are seeking to issue one Grant Administrator Agreement for all available funds, to the extent allowed and/or needed, subject to the General Disclosures, Rights, Options and Disclaimers set forth in in Section 6 of the RFP. The Grant Agreement’s</p>

Id.	Inquiry	Response
		implementation will be made pursuant to its terms and conditions.
4	<p>3.3.4 Section D: Work Plan, page 16, 2nd paragraph: "Respondents may reference past experiences with similar endeavors where similar services were provided, and how they anticipate approach to the Scope of Work under this RFP could differ." 3.3.6 Section F: Experience & References, page 17, 2nd paragraph: "Additionally, respondents must provide details of three (3) previous engagements providing similar Services than those requested under this RFP."</p> <p>a. To what extent does the phrase "similar services" refer?</p> <p>b. Can the respondent act as a prime bidder with limited experience but have a subcontractor with qualifications helping meet the previous experience requirements?</p>	<p>a. In this context, 'similar services' means similar endeavors than those listed in Section 2.2 of the RFP.</p> <p>b. This particular arrangement will be taken into consideration by the Evaluation Committees pursuant to Section 5.1, Section 5.2 and Section 5.3 of the RFP (nonetheless, as mentioned in Section 3.3.2 of the RFP: "The Government Parties will not accept proposals from joint ventures, consortiums, syndicates, professional pools, nor entities with similar arrangements, under this RFP. However, subcontracting may be allowed, subject to prior written approval from the Government Parties").</p>
5	<p>Under Section 6.3 Confidential or Proprietary Information: By what method will the Government Parties notify proponents that their proposals have been selected as records responsive to a public records request? Will the Government Parties notify proponents each time their proposal is selected as a responsive record? Will the Government Parties only notify a proponent when their proposal containing confidential information unrecognized by the Government Parties is selected as a responsive record?</p>	<p>Please refer to the following TERMS AND CONDITIONS of the Grant Administrator Agreement specimen that will be published next Friday, December 15, 2023: (i) NINTH-DATA OWNERSHIP; & (II) TENTH-CONFIDENTIAL INFORMATION; since the Government Parties will follow similar guidelines with respect to the Confidential or Proprietary Information referenced to in Section 6.3 of the RFP.</p>
6	<p>The RFP states in Section 4.3, "[A]ny respondent that has previously performed for the Government Parties similar, related and/or incidental services than those considered under the Scope of Works is precluded from participating in this RFP." It also states at Section 4.4, "In the event a prospective</p>	<p>Section 4.3 of the RFP by itself does not necessarily bar a respondent to submit proposals under the RFP. The Evaluation Committees defined in Section 5 of the RFP will perform the corresponding evaluation, pursuant to the evaluation criteria laid out in the RFP and applicable contracting regulations.</p>

Id.	Inquiry	Response
	<p>proponent may also be a current Government Party contractor, the Government Party employees and the prospective proponent may contact each other with respect to their existing contract and duties only.” Section 4.4 appears to contemplate that an existing government contractor (for example, a contractor previously or currently performing grant administration services) may be a proponent under this RFP.</p> <p>Given that, can you clarify that Section 4.3 does not bar a contractor currently or previously performing grant administration services from also making a proposal under this RFP?</p>	
7	<p>Section 4.3 Conflict of Interest, states: “Respondents must provide a list of any other current or prior consulting contracts that the firm has or had with the Government Parties, or which bear any direct or indirect relation to the activities of the Government Parties.”.</p> <p>How far back in time should respondents disclose?</p>	<p>Contracts in the past two (2) fiscal years, and any current ones. Prior to contract award, if any additional awards have been granted, they must be disclosed prior to contract signing, the Government Parties will request it.</p>
8	<p>What timeframe assumptions should be used for this RFP? 1-year, multi-year?</p>	<p>Although the intent of the Government Parties is to issue a multi-year award for the Services requested under the RFP (to the extent allowable under applicable regulations), given that as of the date the RFP was published the NTIA has not issued the final Terms & Conditions of the corresponding awarded funds for the Commonwealth, the Government Parties encourage respondents to submit their proposals assuming a contract of one (1) Fiscal Year, that could be extended up to three (3) consecutive Fiscal Years.</p>
9	<p>If the PRBP requires grant administration contracting services beyond 2027 (for example, for the period of performance mentioned in Section 1.4 of BEAD-funded projects),</p>	<p>a. If the Grant Administrator Services requested in the RFP extend beyond the year 2027, the Government Parties could perform a subsequent procurement procedure for said additional services, to</p>

Id.	Inquiry	Response
	does PRBP anticipate a new procurement to obtain those services? Would it be appropriate for respondents to provide an optional additional scope of work and budget estimate for services that may be reasonably anticipated to support BEAD beyond 2027?	the extent needed and/or allowed by applicable regulations. b. If deemed relevant by respondents, this Optional Additional Scope of Work and Budget Estimate could be included as part of their responses under Section 3.3.10 of the RFP.
10	What is the expected timeline for services provided?	Please refer to question number 8 in this document.
11	Please confirm that the list of other current or prior consulting contracts only needs to be provided by the Prime contractor and not subcontractors.	Pursuant to applicable regulations, the list of current or prior consulting engagements apply to both the contractor(s) and the sub-contractor(s).
12	Is there an incumbent grant manager in place and, if so, what will their role be on an ongoing basis?	The Government Parties have engaged an advisory firm to provide Consulting or Professional Services in the following areas: (i) Strategic Assessment Updates; (ii) Technology and Policy Consulting; (iii) Collaboration with other Government Agencies and Third-Parties; (iv) Other PRBIF Grant Program's and RFP's; (v) Hardening and Resiliency Grants; (vi) Municipal Wi-Fi Zones Program; (vii) Strategic Fiber Optic and Microwave Routes; (viii) NTIA/BEAD Five Year Action Plan Deliverables; & (ix) NTIA/Bead Initial and Final Proposals Preparation. For the time being, their roles will be according to the terms & conditions specified in the executed Consulting or Professional Services Agreement. At this juncture, the Government Parties are not in a position to specify their role(s) moving forward.
13	Would the PRPB-OMB consider a RFP date extension due to the coming holidays?	Due to the urgency in the services requested, no timeline extension is being granted at this moment.
14	Please confirm that other than the required affidavits, all other documents can be signed using e-signatures (e.g. DocuSign).	Yes, other than the required affidavits, all other documents can be signed using e-signatures.
15	In section I. General Format & Submission Requirements: 1.1 "Proposal received before the Proposal Due Date?"	Proposals received on the Due Date will be considered by the Evaluation Committees defined in Section 5.1 of the RFP, pursuant to

Id.	Inquiry	Response
	Does this mean that entities who submit proposals on the posted due date do not receive 15 points?	the evaluation criteria referenced in Exhibit 2 and Exhibit 3 of the RFP, subject to the General Disclosures, Rights, Options and Disclaimers of the Government Parties referenced in Section 6 of the RFP (including, but not limited to, waive any defect or technicality in any proposals received). The Government Parties emphasize that, as mentioned in Section 5.1 of the RFP, "[e]ach member of the... Evaluation Committees... shall conduct his or her independent evaluation of the proposals received by said panel in accordance with the aforementioned criteria, and the terms and conditions set forth in this RFP".
16	Regarding, "work papers and analysis providing information about the process used to develop deliverables," does the Agency have a particular format or form of documentation in mind for delivering this? (e.g. memorandum)	The Government Parties do not have any specific formats for the Deliverables referenced in Section 2.3 of the RFP. However, the suggested formats mentioned in said section for the deliverables are: Word, Excel, PowerPoint, Adobe Illustrator, Photoshop, InDesign, Visio, and/or other formats.
17	Section 3.2 Proposal Format Requirements, states: "Respondents must submit their proposals in digital format in two separate, searchable Adobe Acrobat PDF documents, bookmarked for ease of navigation." Please clarify if the intention is for proposers submit two copies of the proposal.	Although the preferred method for submission of responses under the RFP is through the smart island portal, respondents could submit their proposals through the email specified in Section 4.2 of the RFP, as a back-up measure.
18	Section 3.2 Proposal Format Requirements, states: "Proposals must be presented in Arial (not Arial Narrow), 12-point font, including in diagrams, organizational charts, and other such graphics." Does that include using 12-point font for the headers, titles, and titles for the cover page?	Yes, it includes using 12-point font for the headers, titles, and titles for the cover page, understanding that this may not be possible to apply on inserted images.
19	Section 3.2 states: "Respondents must submit their proposals in digital format in two separate, searchable Adobe Acrobat PDF documents, bookmarked for ease of navigation." Section 3.3 contains instructions for Sections A-K,	Please refer to question number 17 in this document.

Id.	Inquiry	Response
	but there is no instruction for what content should be in each PDF. Will the Government please clarify if one PDF needs to be submitted or if two PDFs need to be submitted – and if two PDFs need to be submitted, will the Government please provide instructions for what should be in each PDF / volume?	
20	Can contractors submit a confidential proposal along with a redacted copy?	If needed by the Government Parties, they will be requested accordingly.
21	The RFP posting indicates that “The Government Parties will publish a specimen of the GAA through the smartisland.pr.gov soon after this RFP is published.” Could you please provide a specific link to the GAA specimen?	A specimen will be uploaded to the smartisland.pr.gov webpage next Friday, December 15, 2023.
22	To which agency is the GAA contractor required to report?	To the Puerto Rico Office of Management and Budget, referenced in Section 1.1 of the RFP, pursuant to Executive Order No. OE-2022-040, referenced in Section 1.5 of the RFP.
23	When will the specimen of the GAA be posted?	Please refer to question number 21 in this document.
24	When will the specimen of the GAA be provided to the proponents through the Smart Island Portal?	Please refer to question number 21 in this document.
25	Can PRPB further define requirements for Key Personnel or which roles PRPB considers key personnel?	<p>Under the RFP 'Key Personnel' are defined as respondent's team members who will be assigned and perform the endeavors related to the Services, or a portion of them. In general, Key Personnel are those people who are essential to carrying out the work of a project, typically those responsible for the project design, its implementation, related management activities, and/or in charge of required reporting. For illustrative purposes only, Key Personnel could be one of the following positions:</p> <ul style="list-style-type: none"> (i) Grant Administration Lead - responsible for the general execution of the Grant Administrator Services; and/or

Id.	Inquiry	Response
		(ii) Technology Lead - responsible for the technical execution/implementation of measures related to the Services.
26	Will the PRBP-OMP clarify the anticipated roles for the key personnel?	Please refer to question number 25 in this document.
27	Could you provide more context on the terms of the potential contract and how the transfer of know-how is expected to occur during this period? Are there specific milestones or checkpoints that respondents should be aware of when planning for knowledge transfer throughout the contract term?	As part of the Scope of Work defined under the RFP, this will be determined by Government Parties during the Grant Administrator Agreement negotiation process.
28	Can PRPB also share any required licenses or certifications for Key Personnel.	The only mandatory requirements for key personnel include career-specific licenses/certifications which confirm adherence to industry standards (e.g. an attorney should have passed the bar). Additional licenses/certifications are preferred and demonstrate experience in the field; however, they are not required.
29	Is a GAA analogous to a Master Services Agreement (MSA) and a Task Order analogous to a Purchase Order for a specific Scope of Work or deliverable? Please elaborate	<p>a. No, a Grant Administrator Agreement is not analogous to a Master Service Agreement.</p> <p>b. Yes, a Task Order is analogous to a Purchase Order for a specific Scope of Work or Deliverable.</p>
30	Will there be a individual GAAs per funding source? If so, how would that be determined and implemented?	Please refer to question number 3 in this document.
31	In Section 2.1, what is the Maximum Payment Curve?	The 'maximum payment curve' referenced in Section 2.1 of the RFP is analogous to the Maximum Contracted Amount for the rendering of the Services during the Term of the Grant Administrator Agreement.
32	How is the Maximum Payment Curve calculated and implemented?	a. Given that the 'maximum payment curve' referenced in Section 2.1 of the RFP is analogous to the Maximum Contracted Amount for the rendering of the Services during the Term of the Grant Administrator

Id.	Inquiry	Response
		<p>Agreement, its calculation will be based on: (i) available funds for the Services, and (ii) agreed consideration between the Selected Proponent and the Government Parties.</p> <p>b. Its implementation will be monitored (evaluated) through the Progress Reports, Summary Reports and/or the Key Milestone Performance Table referenced in the Grant Administrator Agreement specimen.</p>
33	<p>In Section 3.3.7, is the budget breakdown requested on a per-year basis or a total aggregate of each of the scope items in Section 2.2? a. If per year, how many years should be used per funding activity? i.e. BEAD, PRBIF, CPF.</p>	<p>Please refer to question number 8 in this document.</p>
34	<p>b. If per year, are the budget proposals to be completed for Calendar or fiscal years?</p> <p>c. If for fiscal years, what are the start and end dates for fiscal years?</p>	<p>Under both alternatives, proposals must be submitted considering the Commonwealth's Fiscal Year, which begins on July 1st of one calendar year, and ends on June 30th of the subsequent calendar year.</p>
35	<p>Should one digital copy or two digital copies be submitted? (RFP, pg. 1) Please submit one (1) electronic copy through the Smart Island Portal. (Section 3.2, pg. 13) Please clarify the difference in the two separate digital format .pdf documents required for submittal</p>	<p>Please refer to question number 17 in this document.</p>
36	<p>Do the different funds (BEAD, PRBIF, CPF) have different timeframes or end dates for completion?</p>	<p>Please refer to the smartisland.pr.gov/#Fondos webpage for funding/program details.</p>
37	<p>Will the Government please provide the anticipated period of performance for the Grant Administrator Services?</p>	<p>Please refer to question number 8 in this document.</p>
38	<p>How does the agency prefer pricing for service categories: an annual lump sum, a monthly lump sum, a lump sum for the entire contract period, or a blended hourly rate for all labor categories supporting each service, along with hourly rates specified by labor category</p>	<p>Monthly task strategy, based on Time & Materials and any additional request will be discussed and approved prior to execution with the PRBP team.</p>

Id.	Inquiry	Response
	for professionals assigned to each service area?	
39	How should respondents approach the estimated monthly tasks or group of tasks related to the Grant Administrator Services when presenting their budget breakdown? Are there specific considerations for estimating costs in this context?	Please refer to question number 38 in this document.
40	Exhibit 1 has a line item called “DE-Cyber Security Training Workshops”. Is this part of a different funding source than what is outlined in this RFP? If so, does it need to be considered in the Scope of Work?	The list of projects is presented as a reference to show the diversity amongst projects within the Puerto Rico Broadband program. Projects in the list provided are not broken down by funding stream in exhibit 1. As stated in the RFP, “Respondents are hereby notified that the listed Projects could be subject to change, in which case, said list will be updated and published in the smartisland.pr.gov portal”.
41	Are there any line items in Exhibit 1 that are not part of the funding sources identified in this RFP? i.e. PRBIF, BEAD, and CPF.	Please refer to question number 40 in this document.
42	11 Exhibit 1 – PRBP’s Projects (List), Projects & Costs Funds, page 37: To help inform our staffing model, can you provide a timeline for the projects listed in the Projects & Costs Funds table?	The information requested is being developed by the Puerto Rico Broadband team. It will be provided upon contract signing. For additional details, please refer to the strategic plans posted under the administrative portion on https://www.smartisland.pr.gov/documentos .
43	Does the Government have an anticipated number of projects that are expected to be funded?	Please refer to question number 40 in this document.
44	What is the current method of reimbursement for subrecipients?	As part of the Scope of Work defined under the RFP, this will be determined by the Government Parties during the Grant Administrator Agreement negotiation process.
45	What is the total quantity of residential and commercial service addresses within the town limits, and what is the breakdown of single-family homes versus multiple family homes?	Please refer to the smartisland.pr.gov/#Fondos webpage for funding/program details.

Id.	Inquiry	Response
46	Per above response, of those numbers, how many of the residential service addresses are year-round and how many are seasonal? Is the town's expectation that the network, when complete, will be capable of servicing all units, including the seasonal.	Please refer to the smartisland.pr.gov/#Fondos webpage for funding/program details.
47	Will the selected vendor be the pass-through entity for funds to be disbursed, or will the vendor request funding disbursement and the Agency will review and disburse funds directly to the subrecipient?	No, the Selected Proponent will not be a 'pass-through-entity'. The Selected Proponent will request funding from the Puerto Rico Office of Management and Budget, pursuant to applicable regulations, and said instrumentality will authorize the disbursement of funds accordingly.
48	As depicted in the Request for Proposal and Scope of Work the OMB is searching for a Grant Administrator for the Puerto Rico Broadband Program, to assist with the development, administration, and implementation of the program. Can you clarify these are the services you are procuring and not the creation of a Broadband System.	The PR Broadband Program is in the process of contracting the appropriate software/software services that best fit the program's needs. However, if not fully in place upon contract signing, a temporary solution might need to be provided, it is not intended for the proponent to purchase a solution, but to disclose what they have in-house and collaborate with the PRBP team throughout out the deployment phases of the final solution.
49	In Section 2.2 bullet #1 (viii), it states that Grant Administrator Services include "collaborating with relevant stakeholders", could you please provide examples of these stakeholders?	Under the RFP, and for illustrative purposes only, the term 'relevant stakeholders' include (capitalized terms have the same meaning as in the RFP): (i) communities and/or groups of people relevant to the purposes of the Broadband Executive Order, the BEAD Program, the NOFO, the Infrastructure Act, and/or the Strategic Plan; (ii) relevant agencies of the Commonwealth, such as those mentioned in the Broadband Executive Order; (iii) advisors currently engaged with the Government Parties in matters related to the PRBP.
50	RFP states: "However, subcontracting may be allowed, subject to prior written approval from the Government Parties." Please confirm that Contractors do not need to receive written approval for	At this juncture of the procurement proceeding, respondents are not required to obtain prior written approval from the Government Parties to enter into subcontracting arrangements with third parties (said approval will be required to the Selected Proponent prior to executing the

Id.	Inquiry	Response
	subcontractors until after the contract is awarded.	corresponding Grant Administrator Agreement). However, said type of arrangement will be considered by the Evaluation Committees according to Section 5.1, Section 5.2, and Section 5.3 of the RFP. Submission by respondents of a proposed subcontractor does not by itself constitute compliance with the Government Parties requirement to provide prior written approval for said arrangement; to obtain this approval, the Government Parties must issue an express authorization for said purposes.
51	Section 3.3.2 Section B: Background on Firm & Team Qualifications, states: "...subcontracting may be allowed, subject to prior written approval from the Government Parties.". Does submittal of proposed subcontractor information as part of the RFP response constitute compliance with the prior written approval requirement?	Please refer to question number 50 in this document.
52	If proposer intends to utilize subcontractors what steps should be taken to receive approval of subcontractors?	Respondents may submit their proposals, specifying if sub-contracting is projected. If so, this particular arrangement will be taken into consideration by the Evaluation Committees pursuant to Section 5.1, Section 5.2 and Section 5.3 of the RFP. If awarded the RFP, then Selected Proponent will request the Government Parties authorization to sub-contract the corresponding third parties, as part of the proceedings to be executed prior to executing the corresponding Grant Administrator Services agreement.
53	Section 3.3.2 and 3.3.4 indicate that subcontracting may be allowed. If subcontractors are included in the RFP response, are Attachments A-D also required for the subcontractor?	Yes, if sub-contractor(s) are included within respondent(s) proposal, they should also complete Attachments A, B, C, & D.
54	How are subconsultants approved? Should they be approved prior to proposal submission? (Section 3.3.2, pg. 15)	Please refer to question number 52 in this document.

Id.	Inquiry	Response
55	In Section 2.2 bullet #1 (iv), it states that Grant Administrator Services include “Project Management Structuring”, could you please clarify the expected services?	This term refers to the organizational structure that respondents could suggest to the Government Parties to determine the authority of the people involved in the project (defining each team member's function and the resorting lines on a chart for team members to reference during the project execution). This structure could be suggested based on the following: (i) Functional; (ii) Matrix; (iii) Projectized; & (iv) Composite.
56	In Section 2.2 the Scope of Work, one of the elements is stated as: “Develop a reliable mechanism for the Government Parties to retain all records, documents, and communications of any kind (including electronic disk or print form) that relates in any manner to grant awards and project procurement and performance.” Further clarity is needed to determine if the “development of a reliable mechanism” entails the development of a software platform or module, such as a Grant Management System, or a process or Method of Procedure in which to interface with an existing Grant Management platform. If other, please elaborate.	Please refer to question number 48 in this document.
57	Do you have a current and/or standard document repository or platform for the status, progress, and performance reports of the program’s projects?	Please refer to question number 16 in this document.
58	“Proposed system(s) and template(s) used to capture and report information.” Does the government intend for a full system of record to be proposed or is there a particular record-keeping software that the Government prefers?	Please refer to question number 48 in this document.
59	In Section 2.2, it states that Grant Administrator Services include implementing “high quality compliance and financial management standards, grant monitoring capabilities, and provide ongoing monitoring, reporting, and performance management” as well	Please refer to question number 48 in this document.

Id.	Inquiry	Response
	as “providing assistance with the grant application process.” Does the PROMB have existing grant and financial management systems? If so, does it want Selected Proponent to use and/or integrate with those systems or introduce new ones?	
60	What is the current grants management technology system used?	Please refer to question number 48 in this document.
61	Can the deadline for submission be extended to ensure all aspects of the RFP are appropriately covered? Given the holidays, maybe extend into early to mid-January?	Please refer to question number 13 in this document.
62	Does the government have pre-established key roles or positions they would like the vendor to propose personnel for?	No, the Government Parties do not have any personnel pre-established roles or positions. Said matters will be considered by the Evaluation Committees according to Section 5.1, Section 5.2, and Section 5.3 of the RFP.
63	Section 3.3.4 requires the submission of a detailed Work Plan with (i) primary workstreams and work phases, (ii) key deliverables for each phase, (iii) key activities for each phase, and (iv) projected touch points for collaboration with the Government Parties. Does the PRBP have a preliminary timeline for activity milestones related to the Exhibit 1 – PRPB Projects to inform this Work Plan?	The Work Plan (referenced to in Section 3.3.4 of the RFP) prepared and submitted by respondents to the RFP is one of the key areas that will be considered by the Evaluation Committee's (defined in Section 5 of the RFP), according to the Technical Evaluation Committee Evaluation Criteria (Exhibit 3 of the RFP). Given that this Work Plan should be different for each respondent (i.e., how they suggest addressing and executing the requested Services), the Government Parties are not in a position to suggest any specific Work Plan to respondents.
64	3.3.11 Section K: Compliance Forms requests that the listed forms be submitted as part of the RFP Submission. The last three are informative regarding the projects and the evaluation criteria. What response is required for these forms?	Under Section 3.3.11 of the RFP, respondents are required to complete the following attachments: (i) Attachment A, (ii) Attachment B, (iii) Attachment C, & (iv) Attachment D. No responses are required from respondents for the following exhibits (since they were mentioned in the RFP for reference purposes only): (i) Exhibit 1; (ii) Exhibit 2; nor (iii) Exhibit 3.

Id.	Inquiry	Response
65	3.3.11 Section K: Compliance Forms requests that Attachment A be attached as part of the submission, but 3.3.6 Section F: Experience & References requests that three previous engagements be detailed using the Attachment A template. Does this information need to be included twice in sections F and K, or is the response of Section F sufficient?	Respondents' response(s) for Section F is sufficient under the RFP; respondents need only to complete one (1) single Attachment A for both sections (i.e., Section 3.3.6, and Section 3.3.11).

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This First Addendum does not modify, change nor alter any of the terms & conditions set forth in the RFP. The clauses, requirements, timelines, deadlines, and other terms & conditions of the RFP shall remain unaltered.

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