

REQUEST FOR PROPOSALS (RFP)

ADDENDUM VERSION #1

All Hazards Preparedness, Planning, Consulting, and Recovery Services RFP# 23-03-013

THE COUNTY WILL ACCEPT QUESTIONS CONCERNING THIS RFP UNTIL FRIDAY, APRIL 7, 2023 AT 3:00 P.M. ALL QUESTIONS SHOULD BE DIRECTED TO BROOKE BACUETES AND BRIAN CANTRELL VIA E-MAIL AT B.BACUETES@WALLERCOUNTY.US AND B.CANTRELL@WALLERCOUNTY.US, RESPECTIVELY.

REVISIONS TO RFP/REQUIRED FORMS

- The *Certification of Provisions Applicable to Expenditures of Federal Funds* form was inadvertently omitted from the original Required Forms Packet. The Required Forms Packet has been revised as of Tuesday, March 28, 2023. Respondents are asked to complete and acknowledge all forms included in *Required Forms for All Hazards Preparedness, Planning, Consulting, and Recovery Services RFP_Version 2*.

QUERIES

Q1: Will the County please clarify the required submittal format for this proposal?

- **A1:** The County wishes to emphasize that a Respondent does not need to adhere to a specific format provided that all requested information is provided as part of a completed Proposal Packet. The County requests the following, at a minimum, be included in a remitted Proposal Packet:
 - Title Page
 - Table of Contents
 - Letter of Transmittal/Executive Summary
 - Specifications, as set forth in Section 3 of the RFP
 - Including, but not limited to:
 - Business Viability and Capability, such as company profile and references (Section 3.2)
 - Services and Rates; implementation plan should be included as part of a description of the products, services, and/or solutions being offered (Section 3.3)
 - Value Added Features and Services (Section 3.3.C)

Q2: Given the close timeframe between the deadline for questions (April 7) and the current due date to receive printed proposals (April 11), would the County consider extending the deadline for proposals by at least 1 week?

- **A2:** The County believes that Respondents have sufficient time between the closure of the question period on April 7, 2023 and Proposal deadline on April 11, 2023 to submit a completed Proposal Packet, and respectfully elects not to extend the deadline for Proposals by one (1) week. Hand-delivered Proposals will be accepted by the County should a

Respondent wish to ensure that its completed Proposal Packet is received by the April 11, 2023 deadline.