



**RFP No. 17-24-25001
Community Outreach and Governmental Relations Facilitator**

**Addendum No. 01
July 21, 2017
Questions and Answers**

The following change is being made:

2.06 RESPONSIBILITIES OF THE RESPONDENT

- A. A mandatory post award conference will be scheduled after the Contract is awarded which is normally held within 10 business days after contract award. The Respondent will furnish certificates of insurance, copies of licenses, permits and other items required by JAA.

All other items in this Article remain as-is.

- Q1. The person that I normally get a reference is no longer with the company. Do I get someone else at the company to provide the reference?
- R1. As the Respondent, you need to determine who is familiar with your work and ask them to submit a reference on your behalf.
- Q2. I am partnering with a company to provide the services. Does JAA want three references for each company?
- Q2. The references should be submitted for the Prime Respondent signing the Proposal Form.
- Q3. Why did JAA combine Community Outreach with Governmental Relations?
- R3. JAA has determined that combining the two gives broader reach and coverage for services needed.
- Q4. Local Preference Program: If a company has a local office but does not have three (3) employees, does it qualify for local preference?
- R4. The intent of the three-employee requirement was primarily for those companies headquartered outside of JAA's local preference counties. To the extent a company is headquartered or has its primary place of business within JAA's local preference counties, it is general considered local for the purposes of the program, regardless of the number of employees it may have.
- Q5. Is a performance bond required?
- R5. No. Refer to Article 2.06 change above.
- Q6. Article IV, Proposal Form, Letter C, Project Management: Does JAA want a list of all current and previous projects/contracts of similar scope and complexity? Or, can we submit a specified number of years and/or projects?



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- R6. Respondents should submit a maximum of five current or previous projects/contracts within the past eight years of similar scope and complexity.
- Q7. Article IV, Proposal Form, Letter D, Staff Qualifications and Experience: How should the documentation for the target areas be submitted?
- R7. Respondents should submit a concise narrative on a maximum of five examples, if applicable, for each target area within the past eight years.
- Q8. There is a requirement that our references must be from the last three years. You said that it was ok for the government relations experience can be over the career. Can outreach experience come from over your entire career?
- R8. Article IV – Proposal Form, Letter B, Experience and Qualifications: JAA has elected to request that both government and community outreach experience be submitted for a period of no more than the past eight years of the Respondent's career.
- Q9. Can JAA provide a copy of the attendance record for the Pre-Proposal Meeting?
- R9. The Pre-Proposal Meeting attendance record is attached.

The Question and Answer period is closed

Bid Due Date is August 10, 2017 at 2:00 PM (local time)