Addendum

Request for Proposal FY10-331 Comprehensive Disparity Study or an Availability Study

Addendum No. 1 (herein referred to as "Addendum")

This Addendum revises the above-described procurement, and is hereby incorporated and made a part of the above-described procurement as if the Addendum had been included in the original procurement documents. Addendum posted on website at www.orangeburgcounty.org- Purchasing/Bids - Solicitations

Disparity/Availability Studies- RFP

Responses to Questions Posed by Potential Bidders

March 22, 2010

Q1: Please confirm that the business contract categories are Construction, Professional Services, and Goods and Services.
R1: Yes, these are the business contract categories.
Q2: The study period is for the past three years (3), which are 2007, 2008, and 2009. Would the contracts include in the study period be for those awarded from January through December of each year or July 1 through June 30 of each year?
R2: Both Orangeburg County and SCSU are on a July 1-June 30 fiscal year; therefore the study period would cover FY 2007, 2008, and 2009 which includes July 1, 2006-June 30, 2007, July 1, 2007-June 30, 2008, and July 1, 2008-June 30, 2009.
Q3: Can you provide an estimate of the number of contracts the county and SCSU issued from 2007-2009?
R3: These data are in the process of being collected and will be provided as soon as possible.
Q4: The Scope of the Work indicates that the past three years of contract data are available. Is this data available electronically or hard copy?
R4: Currently the data for Orangeburg County are in hard copy but will be provided electronically by the time the contract is let. The SCSU data are in electronic format and will be available at the time of contract letting.
Q5: What is the time period expected for the study to be completed?
R5: The time period is three months from the time of contract acceptance. Correction to "LENGTH OF CONTRACT" section. Page 8: It should read: The contractual period shall be no more than three months or 90 business days from the time of contract issuance. Final Payment shall be made within 30 business days of acceptance of the final study documents by the Disparity/Availability Study Review Team. The Final Report will be reviewed and consultation with the provider conducted to clarify any final issues prior to submission of the report to the Orangeburg County Council and representation from SCSU.
Q6: Is there a MWBE goal assigned to this RFP? If so, what is the goal?
R6: No
Q7: If a firm is a certified M/WBE with other government agencies does this count as Preference #3 on the Certification of Preference(s) Form?
R7: Yes, and documentation of certification must be attached to the form for verification.

Q8: Overall, approximately how much was awarded and expended between January 2004 and December 2009 by Orangeburg County (County) and South Carolina State University (SCSU)?
R8: The period to be covered is from June 1, 2006-July 31, 2009. These numbers are being collected and will be accessible by Friday, March 26.
Q9: For Construction, Architecture and Engineering Services, Professional Services, Nonprofessional Services, and good and supplies, approximately how many contracts and/or purchase orders were awarded between January 2004 and December 2009, by calendar year, by the County and SCSU?
R9: The period to be covered is from June 1, 2006-July 31, 2009. These numbers are not available in those categories at this time. They will be made available by the time of contracting letting and in the mutually agreed upon format of the County and the successful bidder.
Q10: Is the County's and SCSU's procurement process (centralized or decentralized)?
R10: Centralized
Q11: What is the records retention and destruction schedule for the County and SCSU? Q12: What is the County's and SCSU's contract and procurement document archive process (such as when are contracts archived, what documents are maintained)? Q13: What is the County's and SCSU's contract and procurement data and document retrieval process? How long does it typically take to retrieve contracting and/or procurement data? Q14: What are the procurement management and/or financial reporting systems the County and SCSU use for awards and payments to firms? Q15: Since January 2004, has the County or SCSU gone through any major system transitions (such as, new purchasing, finance, and/or contracting database system implementations)? If so, please explain.
R11-15: Responses to these questions will be a part of a contract negotiation discussion with finalists and should not affect the bidder's ability to submit a proposal with cost. All data needed to conduct the study will be made available by the time of contracting letting and in the mutually agreed upon format of the County, SCSU and the successful bidder.
Q16: For the County and SCSU, can prime award and/or payment data be easily exported into an electronic format (such as Excel, comma delimited file) with a header row and no repeating rows for award and payment activity occurring between January 2004 and December 2009? If not, what is the period of activity for which this data can be easily exported?
R16: All required data will be provided for the study period and in the mutually agreed upon format of the County, SCSU and the successful bidder. Such a format will include exporting data to Excel Spreadsheets, if not already in that format.
Q17: Are all subcontracting data (nonminority and minority) reported by the prime contractors to the County and SCSU?
R17: Yes
Q18: How are subcontractor data maintained (such as contract files vs. electronic format) by the County and SCSU? Q19: For the County and SCSU, are awards and/or payments made to subcontractors tracked? If so, in what format are the award and/or payment data stored? Q20: How are bid tabulation data maintained (such hard copy files, Microsoft Excel, scanned

documents) for County and SCSU? Is this data maintained in a decentralized or centralized location? Q21: Do the County and/or SCSU maintain the bids and/or proposals submitted by unsuccessful bidders? If so, how is this data maintained (such hard copy files, Microsoft Excel, scanned documents)? Is this data maintained in a decentralized or centralized location? Q22: Do the County and/or SCSU maintain the ethnic group classification, gender classification, certification type, and/or certification status of firms? Please explain which classifications are maintained and how this information is maintained
R18-22: All required data will be provided for the study period and in the mutually agreed upon format of the County, SCSU and the successful bidder.
Q23: Do the County and SCSU expect to have the same study period for study?
R23: Yes
Q24: Do the County and/or SCSU require the prime to be pre-qualified? If so, in what format (such as Microsoft Excel, PDF, Microsoft Word) are the pre-qualifications list maintained? R24: These data vary for the period covered and for the County and SCSU. Format will be provided by mutual consent of the County, SCSU and the bidder.
Q25: What is the M/WBE participation percentage requirement for this solicitation?
R25: None specified
Q26: Who do you accept M/WBE certification from?
R26: Federal and state agencies
Q27: Will certification with the South Carolina Department of Transportation be sufficient for M/WBE participation?
R27: Yes, please attach documentation for verification.
Q28: Per the Orangeburg Procurement Code, §3-104 Duties of the Procurement Director, 2. Source Lists, "The Director shall establish, update and maintain special source lists of MBEs that are located in the County and these lists shall, at a minimum, include an alphabetical listing by MBE name, a listing by product, and a listing by service. The lists shall include details regarding the products and services each MBE provides." Please provide an updated source list.
R28: This proviso was recently approved and is in progress.
Q29: Page 7, Reporting Requirements, #5, states "A multi-media presentation of the study overview with findings and recommendations. The contractor will be expected to make a formal presentation of the study to the Disparity/Availability Study Review Team as well as the elected bodies represented by the participating entities, as may be requested." How many presentations will be required?
R29: To be determined
Q30: Page 8 of the RFP, Length of Contract, states, "The contractual period shall be no more than three months from the date of acceptance of final study documents by the Disparity/Availability Study Review Team." When does the County anticipate this study being completed?
R30: Answered in Q/R5 above.

Q31: Page 10, 2.3 Qualifications, the requirement states, "Describe at least one of the research efforts that will be included in the final product." Please clarify this requirement.
R31: Based on the experiences of the key personnel participating in the study, please include a synopsis of a former study, e.g., research done to complete that study, as part of this response.
Q32: Do the County and SCSU expect separate disparity and availability study reports?
R32: We would expect the report to reflect the final agreement of the contract as outlined in the background information sheet: *"Bidders may conduct two separate proposals or may submit one proposal with the Availability Study being a subset of the more comprehensive Disparity Study."*
Q33: If we submit one proposal for a comprehensive disparity study (with availability being a subset), do we have to indicate the cost for the availability portion?
R33: That would be helpful and appreciated as we deliberate to make a decision of award.
Q34: Is this study based on calendar or fiscal year?
R34: See Q/R2 Fiscal Year

Correction

Page 19 of Proposal FY10-331 Addendum Acknowledgement sheet now reads:

Vendor acknowledge of the follow Addendum to the above-described procurement, agrees that the same is/are hereby incorporated and made a part of the above –described procurement as if the Addendum has been included in the original procurement documents:

Correction: Vendor acknowledge of the following Addendum to the above-described procurement, agrees that the same is/are hereby incorporated and made a part of the above –described procurement as if the Addendum has been included in the original procurement documents:

Proposer shall submit a completed Addendum Acknowledgement from with its submission. Proposer may be disqualified from this procurement unless vendor submits a completed Addendum Acknowledgement from referring to this Addendum with vendor's proposal.