

April 13, 2021

ADDENDUM #1
RP023-21, Provision of an Operational Performance Assessment

This addendum is being issued to provide answers and clarification.

- Q1. What is the top budget allocation amount given for the project?
A1. **\$250,000 was allocated for this project in the 2021 budget. However, the County anticipates that the full project will exceed this amount. Additional funds may be allocated as necessary.**
- Q2. What is the given time project duration?
A2. **There are no time constraints associated with this project. Per the RFP, Consultants should provide a proposed schedule for the delivery of the Key Deliverables. Proposers are asked to provide a reasonable duration balanced with the cost of this project.**
- Q3. How many days between the notice of an award and the notice to proceed? PO issuance?
A3. **A Notice to Proceed and PO issuance will take place directly following the award of this contract.**
- Q4. Typical billing cycle taken from the notice to proceed to the first billable invoice? Do you have a sample document of the invoice requirements? How long would a firm have to carry a County invoice?
A4. **Respondents should propose a schedule for milestone payments within their submittal. We do not have a sample document for invoice requirements.**
- Q5. Electronic payment types used by the County: P-Card, Direct Deposit, and/or other?
A5. **See Section XXXIV. Electronic Payment on Page 36 of the RFP.**
- Q6. Can you submit an organizational chart for the County personnel that describes the relationship between the staff for execution and approvals of this service agreement?
A6. **The organizational chart is located in the County's budget document. The link to the 2020 Budget Document can be found in the RFP. Additionally, the 2021 Budget Document is now available. The link is provided below. The organizational chart can be found on Page ii of this document.**
https://www.gwinnettcounty.com/static/departments/boc/pdf/2021_BudgetDocument.pdf
- Q7. Given the current health concern, statements of COVID-19 procedurals including remote work or video conference options are acceptable substitutions to in-person requests. Is this statement true?
A7. **The County is open to these requests and will discuss options with the awarded vendor.**

- Q8. Given COVID-19 concerns, mail delays, subsequent costs incurred and absorbed, will the County provide a means for proposal respondents to submit electronically and digitally?
- A8. No. Electronic submittals will not be accepted.**
- Q9. I have a conflicting appointment. Will the pre-proposal meeting be recorded and attendee list distributed?
- A9. Questions asked at the pre-proposal meeting will be answered and documented in an addendum, along with the list of attendees.**

This addendum should be signed in the space provided below and returned with your proposal. Failure to do so may result in your bid being deemed non-responsive.

Company Name_____

Authorized Representative_____