

ADDENDUM # 1 – Questions and Answers
CALHOUN COUNTY SCHOOL BOARD RFP (RFP # 2019-01)
Hurricane Michael Financial Disaster Recovery Services

1. The RFP states that electronic copies are to be submitted in both Microsoft Word and Adobe Acrobat format. As this is a binding offer and a Word document is an editable form of submission, we request that Word format be removed from the submittal requirements. **Answer: NO**
2. Please confirm that Attachment E – Cost Proposal is required under PROPOSAL 2 – COST/FEE PROPOSAL only and not under PROPOSAL 1 – Tab 11 of the technical proposal, as it is currently also listed there. **Answer: Correct**
3. Do firms need to submit Attachment E and a Microsoft Excel file as stated on Attachment E? There is no direction under PROPOSAL 2 – COST/FEE PROPOSAL to submit an Excel file. **Answer: They are one in the same.**
4. PROPOSAL 1 – Tab 7. Operational Plan and Tab 8. Proposed Management and Operations Plan have similar titles and requirements. Would it be possible to combine these Tabs into one – or perhaps clarify what the Board is looking for? **Answer: NO**
5. PROPOSAL 1 – Tab 3. Statement of Work: in addition to Section 2.0 Statement of Work, reference is made to include requirements and/or documentation requested under Section 3.0 Proposal Response Requirements. Can you please clarify what is needed for this for Section 3.0? **Answer: Section 2.0 requires a discussion of the scope of work as understood by the proposer and section 3.0 is how the Proposer intends to address the statement of work.**
6. PROPOSAL 1 – Tab 5. References
 - a. There is a request for a certified financial statement. Pursuant to Florida Statute 119.071, can financial statements be provided under separate cover as the company deems that information to be confidential? If yes, is it necessary for the company's financial information to be submitted in electronic format or will the hard-copy submission suffice? **Answer: Yes, provided that the proposer will have to defend and hold harmless the school board from any public records claim made as result of the confidential request.**
 - b. References must include "Types of modules included in contract." Can you please clarify? **Answer: Modules means what you did for the entity.**
7. Can you please clarify the need for Attachment C – MWBE Good Faith Effort if MWBE efforts are not a scoring factor in the proposal? **Answer: Attachment C is required.**
8. Proposal Submission – is it acceptable to submit PROPOSAL 1 and PROPOSAL 2 in separate sealed envelope packages, but the entire proposal package be delivered in the same box? **Answer: That is acceptable.**

An additional clarification. There should not be a flat fee provided for the services provided but a rate sheet with cost for services entailed in providing the services to the school board.