**BOARD OF COUNTY COMMISSIONERS**

**JACKSON COUNTY, FLORIDA**

Project # 1819-03

**Disaster Recovery Management Services**

**ADDENDUM 2**

Whenever there is a conflict between this addendum and the initial bid documents or plans, the addendum shall take precedence.

**Questions and Answers**

1. The RFP **number on the file reads “1819-03” but the first** page the RFP says “RFP Nu1819-01”. Please confirm **the RFP number for this contract. The correct RFP # is 1819-03**
2. Please confirm that Attachment C – 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. **Attachment C – Cost/Fee Proposal is required under Proposal 2 and is not required under Proposal 1 – Tab11.**
3. PROPOSAL 1 – Tab 3 – Can the intent of this section be made clear? If the County is requesting an approach to the 2.0 STATEMENT OF WORK section, can reference be made out to the other operation sections that will cover our team’s approach? **Please affirm that your company meets the requirements to perform the work/requirements listed under SECTION 2.0 STATEMENT OF WORK and all subheadings under SECTION 2; also submit any supporting documentation. It is not necessary to address SECTION 3 under Tab 3.**
	1. For instance, is the intent of Tab 8 for proposers to provide an approach/plan to the work involved in disaster recovery services? If so, please clarify how this differs from what is required of Tab 3. **Tab 3 is to show that** **YOUR COMPANY MEETS THE REQUIREMENTS AND Tab 8 is to provide a approach/plan to complete the work.**
4. Tabs 7 and 8 have similar titles/requirements: **“Tab 7: Operational Plan”** and **“Tab 8: Proposed Management and Operations Plan”.** Would it be possible to combine these Tabs – or perhaps clarify what the County is looking for? **Yes, Tab 7 and Tab 8 can be combined as the information under Tab 7 is also covered under Tab 8.**
5. Is the intent of Tab 8 for proposers to provide an approach/plan to the work involved in disaster recovery services? If so, please clarify how this differs from what is required of Tab 3. **Please refer to the answer proved to question #3**
6. If sent by mail, may the Technical Proposal and Cost Proposal be packaged in separate envelopes, but mailed in the same box? **YES**
7. With the exception of the Executive Summary being two pages max, is there any limitation to the number of pages in either proposal? **NO**
8. Does the County intend to add CDBG fund management services under this contract? We do not see any language in the RFP that would indicate as such. Please advise. **NO**
9. Are there required positions/titles we need to provide on Attachment C Cost/Fee Proposal? **Please refer to SECTION 2 – 2.2 for guidance on recommended positions. However you should submit based on your management plan and which positions you have deemed necessary to complete the required work.**
10. Is Attachment C Cost/Fee Proposal the proper/required form for the service line the County seeks? **YES**
11. Do submitting firms need to submit Attachment C and a Microsoft Excel file as stated on Attachment C? There is no mention throughout the main RFP document about submitting an Excel file and/or a timeline of events. **It is not a requirement to submit as a Microsoft Excel file.**
12. Is there any oversight program in place for this scope of work? **Not at this time**
13. Do you anticipate issuing another RFP for 3rd party audits or integrity monitoring services similar to those issued for FEMA disaster funding regarding Hurricane Sandy (New York) and Hurricane Harvey (Texas)? **Not at this time**