

**TO:** All Planholders of Record  
**FROM:** Aneth O. Williams, Director of Procurement  
**DATE:** August 18, 2017  
**SUBJECT:** Public Information Services;  
RFP No. 001298; – Addendum No. 1

This Addendum forms a part of the Contract Documents and modifies the original bidding documents dated August 2017, as noted below. Acknowledge receipt of this Addendum in the space provided on the Proposal form. Failure to do so may subject the proposer to disqualification. This Addendum consists of 2 pages and the following attachment: Current Pricing Sheets.

**CHANGES TO THE PRICE PROPOSAL**

1. The Position/Classification identified as Sr. Administrative Specialist is hereby changed to Administrative Specialist.
2. Although the change made above identify a certain Item Description revision for an item, a revised Pricing Sheet, page D-4, is not being reissued with this addendum. All identified changes will be incorporated into a final revised Pricing Sheet that will be reissued with the final addendum which CFX anticipates would be available for download by all planholders of record on or about September 5, 2017.

**RESPONSE TO QUESTIONS RECEIVED**

3. The following question was received from a potential proposer of record. CFX’s response follows the question.

**Q001: Page PRS 10 states: The Proposer shall submit a portfolio including up to five examples/samples of public information work completed by the Proposer of the type required in the Scope of Services. How does CFX prefer to receive samples of videos, websites, and multi-page documents?**

R: The examples should be multipage documents as part of the technical proposal and shall also be included in the electronic submittal.

**Q002: Please define the duties of the Senior Administrative Specialist that is shown on the pricing sheet.**

R: The Contractor is responsible for defining the duties of their personnel. See Changes to Price Proposal above.

**Q003: Please provide the current rates being charged for Public Information Services - Senior PIO, PIO, Graphics, Senior Admin Specialist or similar job titles**

R: See attached current Price Sheets.

**Q004: Please provide the monthly rate for vehicle costs, and the # of vehicles you are currently providing for your PIO consultant.**

R: See attached current Price Sheets.

**Q005: Will work stations be provided for one or more positions?**

R: Yes.

**Q006: Please explain the advantages you see in Option 1 and the advantages you see in Option 2 on the positions listed on the pricing sheet.**

R: Based upon the technical and price proposal submitted and the needs of CFX, CFX will choose the option that is in the best interest of CFX.

**Q007: On the pricing sheet, which Option or combination of options will be used to calculate the available 15 points?**

R: For evaluation purposes, all shortlisted Proposers will have their Price Proposals evaluated utilizing the same option; either Option 1 or 2.

**Q008: How will shortlisting for oral presentations or the price opening be determined?**

R: See Proposal Submittal Requirements Section 3.3, Oral Presentation.

END OF ADDENDUM NO. 1

PRICE PROPOSAL

OPTION 1						
Position/Classification	Actual Hourly Rate	Factor for Overhead + Margin	Proposed Bill Rate (hrly rate + (total of overhead + margin))	Estimated Hours	Total	
50% Sr. Public Information Officer	\$28.76	124.01% + 27%	\$72.19	3120	\$225,232.80	
50% Public Information Officer	\$28.76	124.01% + 27%	\$72.19	3120	\$225,232.80	
100% Public Information Officer	\$21.63	124.01% + 27%	\$54.29	6240	\$338,769.60	
Graphic Services	\$24.04	124.01% + 27%	\$60.34	500	\$30,170.00	
Allowable Expenses				Months		
Monthly rate for vehicle costs (amount not to exceed)	\$400.00 /month	1		36	\$14,400.00	
GRAND TOTAL					\$833,805.20	

OPTION 2						
Position/Classification	Actual Hourly Rate	Factor for Overhead + Margin	Proposed Bill Rate (hrly rate + (total of overhead + margin))	Estimated Hours	Total	
100% Sr. Public Information Officer	\$28.76	124.01% + 27%	\$72.19	6240	\$450,465.60	
100% Public Information Officer	\$21.63	124.01% + 27%	\$54.29	6240	\$338,769.60	
Graphic Services	\$24.04	124.01% + 27%	\$60.34	500	\$30,170.00	
Allowable Expenses				Months		
Monthly rate for vehicle costs (amount not to exceed)	\$400.00 /month	1		36	\$14,400.00	
GRAND TOTAL					\$833,805.20	

## PB Rates for OOCEA PI Support for Work Program

Personnel		Multiplier	Raw Rates	Loaded Rates
Muddle, Kelli	Senior administrative staff	2.930144	\$22.17	\$64.96
Rodriguez, Adriana	Interpretation/Engineering Support	2.930144	\$25.24	\$73.96
Horne, Abra	Senior specialist	2.930144	\$68.65	\$201.15

Multiplier Calculation Notes:

100%	Direct Labor
161.62%	OH
12%	Operating Margin