



# HOWARD COUNTY, MARYLAND

## OFFICE OF PURCHASING

6751 Columbia Gateway Drive, Suite 501, Columbia, MD 21046

### **ADDENDUM NO. 1**

**ISSUED SEPTEMBER 13, 2016**

**REQUEST FOR PROPOSAL NO. 04-2017**

**DISASTER RECOVERY CONSULTING SERVICES**

**OPENING: SEPTEMBER 21, 2016 AT 11:00 A.M.**

<https://www.howardcountymd.gov/Departments/County-Administration/Purchasing>

This addendum is hereby made a part of this RFP No. 04-2017. Note the following information and submit the proposal accordingly.

#### Clarifications/Changes

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1. Delete Section D, Paragraph 4.4 in its entirety and replace with the following:  
“In accordance with Howard County Code Sec. 4.117 (a) (4), the quality of performance of previous contracts or services shall be considered in determining award. Quality of performance may be determined through contracts or services provided to the County or to other entities. Quality of performance to other entities will be determined from reference checks when references are required. The determination of quality performance includes the Contractor’s history of reasonable and cooperative behavior and commitment to customer satisfaction and the Contractor’s businesslike concern for the interests of the customer. The County reserves the right to reject any bid deemed not responsible or non-responsive.”

#### Questions/Answers

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1. Q: Does the County have position descriptions to define qualifications to define the skillset requirements for the various positions?  
A: The County does not have descriptions of the various positions.
2. Q: Expenses that may be incurred are not reflected on this pricing sheet. How are they to be handled? Note some expenses are reimbursable via FEMA or other grant funding if justified.  
A: Include this information in the technical proposal.
3. Q: Other positions may need to be provided that are not listed such as insurance specialist, health & Safety, CIH, etc. in some circumstances. How should these be addressed?  
A: Include this information in the price proposal as a supplemental sheet.
4. Q: There appears to be an inconsistency with the language presented on Page 13, item 4.4 referencing Howard County Code Section 4.117 – determination of “lowest, most responsive and responsible bidder” and on page 16 item 13.2 where it ranks price as the last item under the criteria (listed in order of importance). Please provide clarification on how the selection will be made for the vendor – will the

selection be made under Phase 1 using the lowest, most responsive and responsible bidder or the criteria under 13.2?

A: Reference clarification/change no. 1 above to be consistent with Section D, Paragraph 13.

6. Q: Is there an incumbent for this RFP or with similar scope of work? If, yes, please list the current contractor and describe the task current contractor is assigned.

A: There is no incumbent for the services.

7. Q: Is it possible to bid on a subset of the related services?

A: Yes, but include detail in the technical proposal on which services are not being offered.

8. Q: Should references for sub-contractors be included?

A: The County does not need references for the subcontractors but if subcontractors will be used then include this information in the technical proposal and which services may be sub-contracted.

All other specifications, terms and conditions remain the same.

Please acknowledge addenda by signing below and returning with the proposal. Failure to acknowledge this addendum may be cause for rejection of the proposal.

**ADDENDUM RECEIVED BY:**

|              |           |
|--------------|-----------|
|              |           |
|              | Signature |
|              |           |
| Company Name | Title     |

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