

CERTIFICATE OF ACKNOWLEDGMENT OF RECEIPT OF ADDENDUM

THE CITY OF READING

ADDENDUM NO. 1

BID: Indirect Cost Allocation

DUE DATE: June 12, 2019
3:00 P.M. Prevailing Time

NOTICE

This addendum must be signed, attached to, and returned with your proposal to the City of Reading by the time and date indicated ABOVE:

Updated Scope of Work:

Develop and prepare detailed indirect cost allocation plan(s) and indirect cost proposals for the City of Reading in accordance with Office of Management and Budget Circular OMB A-87 and OASC-10. The plans will be based on financial and statistical information for each of the fiscal years ended December 31, 2016, 2017 and 2018. The plan(s) must be prepared using an established cost allocation system and must provide a double apportionment costing methodology (at least one level of cross allocations among central services) as well as showing all calculated indirect costs allocated to each individual City department and/or agency.

- Q1. Page 4 – Only awarded Contractors need to supply a certificate of insurance, correct?
- A1. That is correct.
- Q2. Page 7 – first bullet: The Scope says that it is for 2013, 2014 and 2015 CAP. Is that correct?
- A2. The plans will be based on financial and statistical information for each of the fiscal years ending Decembred 31, 2016, 2017 and 2018 and will become the basis for program charges during calendar years 2018, 2019 and 2020, respectively.
- Q3. Page 8 – Project Deliverables: The RFP is requesting that the City get ten (10) copies of all the deliverables each year. Would the City be agreeable to receiving electronic copies of the deliverables to save time, money and trees?
- A3. The City can accept at least one hard copy and an electronic copy.

- Q4. Page 8 – Performance Standards, Second Paragraph – The City is asking that all work be done within ten (10) weeks of the contract award. This might be impossible if the scope of services is changed to the current FY CAP and future CAPs.
- A4. The contractor is expected to complete at least the basis for program charges for calendar year 2018 within ten (10) weeks of notice of award or within reasonable time proposed by the contractor.
- Q5. Page 9 – Qualification of Firm – Last Bullet: The RFP is requiring a copy of a recently completed CAP. Would the City allow us to include a single copy of the CAP with our original proposal and notate that we are not including copies in each of the six (6) proposal copies to save paper. Our sample is about 200+ pages.
- A5. A single hard copy of a recently completed CAP along with an electronic copy would be accepted.
- Q6. Page 10 – How much of the evaluation’s weight hinges on the Minority and Women Enterprise Participation and Participation by Labor Surplus Area and Section 3 Firm status of the proposer?
- A6. Only 5 points.

I, HEREBY CERTIFY THAT THE CHANGES COVERED BY THIS ADDENDUM HAVE BEEN TAKEN INTO ACCOUNT.

Firm Name (Type or Print)_____

Authorized Signature _____

Title_____

Name (Type or Print)_____

Date_____