



ADDENDUM NO. 1

DATE: April 1, 2016
FROM: City of Grand Junction Purchasing Division
TO: All Offerors
RE: Core Services Programs for Mesa County Department of Human Services
SOQ-4212-16-DH

Offerors responding to the above referenced solicitation are hereby instructed that the requirements have been clarified, modified, superseded and supplemented as to this date as hereinafter described.

Please make note of the following clarifications:

1. **Pre-Proposal Meeting Sign-In Sheet:** The "Sign-In Sheet" for the non-mandatory pre-proposal meeting is attached to this Addendum 1.
2. **Clarification 1 (Fees):** The Original Solicitation presents conflicting information regarding the submission of Fees as part of the offerors response. Fees are not to be submitted as part of your initial response. This item will be requested post review of the responses received. The "Administrative Requirements and Instructions" section of the Original Solicitation shall be superseded by the attached, corrected, "Administrative Requirements and Instructions".
3. **Clarification 2 (Court Testimony):** Court testimony offered as a response to a request from the courts for an expert witness is not considered a Core Service and is not billable to the Mesa County Department of Human Services. However, if court testimony is provided as a result of the provider's involvement in a case as a Core Services provider, that time is billable in accordance with the Core Services contract entered into as a result of this Statement of Qualifications.
4. **Clarification 3 (Insurance):** The required Certificate(s) of Insurance as identified in the Original Solicitation should not be submitted as part of the offerors response. This item will be requested post review of the responses received, along with the fees information.

The original solicitation for the project noted above is amended as noted.

All other conditions of subject remain the same.

Respectfully,

A handwritten signature in blue ink that reads "Nicholas C. Jones".

Nicholas C Jones, Buyer
City of Grand Junction, Colorado

ADMINISTRATIVE REQUIREMENTS AND INSTRUCTIONS

Submission: Each proposal shall be submitted in electronic format only, and only through the Rocky Mountain E-Purchasing website (<https://www.rockymountainbidsystem.com/default.asp>). This site offers both "free" and "paying" registration options that allow for full access of the Owner's documents and for electronic submission of proposals. (Note: "free" registration may take up to 24 hours to process. Please Plan accordingly.) Please view our "**Electronic Vendor Registration Guide**" at <http://www.gjcity.org/BidOpenings.aspx> for details. (Purchasing Representative does not have access or control of the vendor side of RMEPS. If website or other problems arise during response submission, vendor **MUST** contact RMEPS to resolve issue prior to the response deadline **800-835-4603**). Offerors are required to indicate their interest in this Project, show their specific experience and address their capability to perform the Scope of Services in the Time Schedule as set forth herein. For proper comparison and evaluation, the Owner requires that proposals be formatted **A to H**:

- A. Cover Letter:** Cover letter shall be provided which explains the Firm's interest in the project. The letter shall contain the name/address/phone number/email of the person who will serve as the firm's principal contact person with Owner's Contract Administrator and shall identify individual(s) who will be authorized to make presentations on behalf of the firm. The statement shall bear the signature of the person having proper authority to make formal commitments on behalf of the firm. By submitting a response to this solicitation the Firm agrees to all requirements herein.
- B. Qualifications/Experience/Credentials:** Proposers shall provide their qualifications for consideration as a contract provider to the Mesa County and include prior experience in similar projects.
- C. Strategy and Implementation Plan:** Describe your (the firm's) interpretation of the Owner's objectives with regard to this SOQ. Describe the proposed strategy and/or plan for achieving the objectives of this SOQ. The Firm may utilize a written narrative or any other printed technique to demonstrate their ability to satisfy the Scope of Services. The narrative should describe a logical progression of tasks and efforts starting with the initial steps or tasks to be accomplished and continuing until all proposed tasks are fully described and the SOQ objectives are accomplished. Include a **time schedule** for completion of your firm's implementation plan and an estimate of time commitments from Owner staff.
- D. References:** A minimum of three (3) **references** with name, address, telephone number, and email address that can attest to your experience in projects of similar scope and size.
- E. Financial Statements:** Proposer shall provide a financial statement, as prepared by a certified public accountant, for their prior fiscal year, consisting of a balance sheet, profit and loss statement and such other financial statements as may be appropriate, which shall demonstrate that the proposer possesses adequate financial ability and stability to enable the Proposer to fulfill their obligations under the terms of this SOQ. If requested by the Proposer, such information shall be treated as confidential by the Owner and shall not be subject to public disclosure. These documents must depict the financial status of that entity, subsidiary, division, or subdivision thereof, which will actually provide services. If the Proposer is a partnership or joint venture, individual financial statements must be submitted for each general partner or joint venture thereof. Consolidated balance sheets and profit/loss statements depicting the financial status of a Parent Corporation or joint venture shall not be considered an acceptable response.
- F. Solicitation Response Form:** Proposers shall complete and submit the attached Solicitation Response Form with their proposal response.
- G. Additional Data (optional):** Provide any additional information that will aid in evaluation of your qualifications with respect to this project.

