

June 29, 2018

**BOARD OF COUNTY COMMISSIONERS  
ORANGE COUNTY, FLORIDA**

**IFB #Y18-501, STRATEGIC BUSINESS PLAN DEVELOPMENT FOR ORANGE COUNTY  
FIRE RESCUE DEPARTMENT**

**ADDENDUM NO. 1**

1. The following are questions, with respective answers, for the above Invitation for Bids:

**Question 1** – Whether companies from outside USA can apply for this (like from India or Canada)?

**Answer** – Please refer to pages 21-23 Scope of Services. There is an onsite component to this project.

**Question 2** – Whether we need to come over for the meetings?

**Answer** – Please refer to pages 21-23 Scope of Services. There is an onsite component to this project.

**Question 3** – Can we perform the tasks (related to RFP) outside USA (like from India or Canada)?

**Answer** – Please refer to pages 21-23 Scope of Services. Although there are no restrictions on company's headquarters there is an onsite component to this project.

**Question 4** – Can we submit proposals via email?

**Answer** – Page 2 **INSTRUCTIONS TO PROPOSERS**

Firms or companies desiring to provide services, as described in the Scope of Services, shall submit sealed proposals, one (1) original, eight (8) copies and one (1) electronic copy on CD or USB drive not later than **2:00 PM local Tuesday, July 10, 2018**, to the Orange County Procurement Division, Internal Operations Centre II, 400 E. South Street, 2nd Floor, Orlando, Florida 32801, (407) 836-5635.

**Offers by e-mail, telephone, or fax shall not be accepted. An e-mailed or a faxed proposal shall be rejected as non-responsive regardless of where it is received.**

It is the sole responsibility of the proposer to ensure that their proposal reaches the Procurement Division. **Proposals received after the specified time and date shall be returned unopened.** The time/date stamp clock located in the Procurement Division shall serve as the official authority to determine lateness of any proposal. **The decision to refuse to consider a proposal that was received beyond the date/time established in the solicitation shall not be the basis for a protest pursuant to the Orange County Code (Procurement Ordinance).**

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**Respondents are cautioned that they are responsible for delivery to the specific location cited above. If your proposal is delivered by an express mail carrier or by any other means, it is your responsibility to ensure delivery to the above address. This office shall not be responsible for deliveries made to any place other than the specified address.**

All proposals will be opened publicly and the names of all proposers shall be read aloud.

**Question 5** – We have reviewed the limited Scope of Services for this project and from our experience it will not involve any additional sub consultants. So we are wondering if the County can waive the 24% of W/MBE requirement for this project. This project will only involve a few facilitators and administrative positions. Can you please reconsider the 24% W/MBE requirement?

**Answer** – There is M/WBE availability for this limited scope of services. Therefore, the 24% M/WBE goal will not be waived.

**Question 6** – Regarding the use of minority/Women-Owned Business Enterprise, may Brevard County-based firms be used to meet the 24% goal, and if not, may the requirement be mitigated through the use of good faith effort credits as described in ordinance 2009-21 or through other means?

**Answer** – No, refer to paragraph 5 (b) on page 13 of the RFP. M/WBE firms must be Orange County certified at time of submittal of the Proposal and must be certified in the area(s) for which they will be used. If a firm claims to be certified, but is not listed on the County's website, ocfl.net, the Proposer should obtain a copy of their Orange County certificate and/or contact the Business Development Division at 407-836-7317 for verification of certification. Only firms having established offices in the Orlando MSA (Orange, Lake, Seminole and Osceola Counties) are eligible for Orange County certification.

The use of good faith effort credits are not applicable to this RFP. Paragraph 5 (a) on page 13 of the RFP indicates proposers must address how they intend to comply with the Orange County M/WBE Ordinance, No. 94-02 and amended by Ordinance No. 2009-21. The goal of certified minority/women business enterprise is 24% of the contract value for this project. The Ordinance also addresses minority/women group employment levels setting goals to encourage each Proposer to maintain 24% minority and women employee workforce levels in specific categories. Therefore, points will be awarded based on whether the proposer meets the 24% subcontracting goal and the 24% M/WBE workforce goal.

All other specifications, terms and conditions remain the same.

**ACKNOWLEDGEMENT OF ADDENDA**

The bidder shall acknowledge receipt of this addendum by completing the applicable section in the solicitation or by completion of the acknowledgement information on the addendum. Either form of acknowledgement must be completed and returned not later than the date and time for receipt of the bid.

Receipt acknowledged by:

\_\_\_\_\_  
Authorized Signer/Title

\_\_\_\_\_  
Date Signed