

ADDENDUM 1

(please sign and return with the submittal)

QUESTIONS AND ANSWERS:

Note: Spelling, grammar, and punctuation of the questions are shown exactly as submitted by the potential respondents.

| No. | Question | Answer |
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| 1. | My question was about file size. What is the file size limit for external emails coming into city inboxes? | Maximum message size is 36 MB. Please keep your emails under 35 MB to ensure that emails are received. |
| 2. | In regards to Section 2.9, please clarify whether the firm proposing for demographic services must be licensed to do business in Arizona by the Corporation Commission in Arizona. If yes, does being in good standing at the Arizona State Bar satisfy this requirement? | Please refer back to 2.9. The City will not enter contracts with Offerors (or any company(ies)) not granted authority to transact business, or not in good standing, in the state of Arizona by the Arizona Corporation Commission, unless the Offeror asserts a statutory exception prior to entering a contract with the City. |
| 3. | On Page 8, Section 2.12 it indicates that proposers may submit through one of three ways; a sealed envelope, an email, or through a file transfer site. Page 47, Section 9.1 then states "Please submit one original, two copies, and one electronic copy (portable drive or CD) of the Submittal Section and all other required documentation." Can you please confirm which submission method proposers should follow? | Please refer back to 2.12: A. Submitted in a sealed envelope B. Submitted electronically by email to procurement@phoenix.gov C. If available for this solicitation, submitted electronically by file transfer site. |
| 4. | Cost is expressed three ways in the RFP: a) Section 2.4 (page 6) - All offers shall be firm and fixed for a period of 180 calendar days from the solicitation opening date. b) Page 22 - The Offeror shall provide an all-inclusive hourly rate for the initial period that includes all labor, travel, material, and equipment to complete the redistricting efforts per the specifications and provisions of this proposal. c) Attachment A – Pricing Proposal 1. Can the City clarify what is required for pricing/cost information? | Please read the solicitation document in its entirety. Please refer to section 9. Submittals |
| 5. | If the cost/price is to be the current Attachment A doc, what is expected for the "Item No" column? | In this case, "Item No" is used to introduce each article in a list or enumeration. |

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| 6. | A) Regarding the following provisions of the RFP: 3.3.12 Organize and facilitate public hearings and meetings for redistricting. 3.3.13 Have adequate staff present, on-site, to run all meetings, including evening and weekend meetings. Will the consultant be expected to schedule those meetings, arrange locations and handle on-site logistics, or will City Staff arrange those details? | Please refer to the SOW Section 3.5 |
| 7. | Regarding RFP Section 3.6.1, "Work shall be performed within the City of Phoenix, including City Hall," does the City have an expectation of how much work will be required to be actually performed at City Hall? | While some of the functions performed may be completed remotely, several on-site meetings will take place. |
| 8. | Just to clarify, we read 3.6.1 as saying that some work will be required in the City and at City Hall (of course), but not as prohibiting additional work being performed at consultant's office(s) outside of the City. Is our understanding correct? | There is no prohibition of work being completed at the consultant's office; however, work shall be performed within the City of Phoenix, including City Hall. |
| 9. | Section 3.6.1.b. states "The City anticipates one meeting in each council district." During today's call City Staff mentioned holding two meetings in each district (which, to be honest, is what we anticipate will be the case). But can you please clarify how many meetings in each district we should assume for purposes of pricing our bid (we realize that number could always change once the project is underway). | Please refer to Addendum 1 Change 1. |

CHANGES

Change 1 – 3.3. General requirements

Section 3.3 General requirements, Subsection 3.3.3 has been revised to read as follows:

Be responsible for managing the redistricting process in compliance with all regulations and timelines from start to finish.

- a. *Once the project officially kicks off, the Contractor shall work with Council district staff to determine the final meeting schedule.*
- b. *There will be a minimum of (2) two rounds of public meetings per district.*

Change 2 – 3.6. Location

Section 3.6 Location has been revised to read as follows:

3.6.1 Work shall be performed within the City of Phoenix, including City Hall.

a. Public meetings will occur at various locations throughout the City to allow residents from each Council District to participate.

b. The City anticipates (2) two meetings in each council district.

The balance of the specifications and instructions remains the same. The Offeror must acknowledge receipt and acceptance of this addendum by signing below and returning the entire addendum with the bid or proposal submittal.

Name of Company: _____

Address: _____

Authorized Signature: _____

Print Name and Title: _____