
ADDENDUM NUMBER 3

To the REQUEST FOR PROPOSALS

Issued by:

The Commission on Federalism



FEDERALISM CURRICULUM

RFP No. COF 2014-01

ADDENDUM # 3
January 5, 2015

This Addendum modifies provisions of the Request for Proposals, RFP No. COF 2014-01 ("RFP"), issued by the Commission on Federalism on October 20, 2014.

The RFP is supplemented by the following additional information in response to the questions indicated:

Question 1: One part of the evaluation criteria states the desire for the cost to be below the maximum amount of \$30,000 available to the Commission. The detailed description section of the RFP requires a description of the "resources necessary" to create the project. Does this statement refer to creating the project budget that includes both contractor time and expenses?

Answer to Question 1: As stated in Section IX, paragraph 2.b. of the RFP, a total of 5 points are available to be awarded in the evaluation process to a proposal with a cost below the maximum amount available to the Commission. Separately, Section VII, paragraph 4 of the RFP sets forth a list of information that a response is required to contain as part of a detailed description of the proposal, including “A complete narrative of the RESPONDER’s assessment of the work to be performed, the RESPONDER’s ability and approach, and the resources necessary to fulfill the requirements.” A RESPONDER may conclude that additional resources are or are not necessary to fulfill the requirements of the RFP. However, any cost associated with resources necessary to fulfill RFP requirements should be factored into the cost quoted in the response.

Question 2: Please clarify how many drafts will be required from the contractor. "The contractor will be required to submit a draft or proof of the curriculum for review before the final completion." Does this mean that one draft is required for review and comment, then the second draft is the final? Or will there be a second draft to be reviewed by the Commission before the content is considered final?

Answer to Question 2: There is no set number of drafts that will be required. If the first draft submitted is reviewed and approved by the Commission, then no further draft is required. The number of drafts will depend on how many times the Commission requires the draft to be modified and resubmitted before approval.

Question 3: The RFP states that the curriculum must be complete and ready for presentation no later than 150 days after executing the contract. Is there an established timetable for submitting the first or second and final drafts? Or is this part of the responder's detailed description?

Answer to Question 3: There is no established timetable for presentation of any draft of the FEDERALISM CURRICULUM. It is expected that a RESPONDER will factor enough time into the process of developing the FEDERALISM CURRICULUM so that the process of COMMISSION review and approval of a draft can occur while still meeting the 150-day deadline of Section V, paragraph 2 of the RFP.

Question 4: Is there an established timetable for periodic updates to the curriculum within the first year? Or is this part of the responder’s detailed description?

Answer to Question 4: There is no established timetable for any update to the FEDERALISM CURRICULUM. Please refer to the definition of “UPDATE” in the RFP. Additionally, Section V, paragraph 5 of the RFP requires the CONTRACTOR to UPDATE the FEDERALISM CURRICULUM “as and if significant legal developments in the area of federalism occur.” It is expected that any required update will be timely in relation to the occurrence of the significant legal development precipitating the update.

Question 5: What is the payment schedule and invoicing procedure for the work to be performed? For example, 30 percent of the total contract payment is made within 10 days after the contractor delivers the first draft, 25 percent payment is made when contractor delivers the second draft, 25 percent payment made upon delivery of the final draft, and the remaining 20 percent paid at the end of the first year of curriculum updates?

Answer to Question 5: There is no established payment schedule for the work to be performed under a contract awarded pursuant to the RFP. It is expected that payment terms will be established as part of the contract negotiation and formulation process after the CONTRACTOR is chosen. Those terms will likely include some staggered payment schedule providing for part of the full contract amount to be paid after the first draft is submitted, another part to be paid upon Commission approval of the FEDERALISM CURRICULUM, and another part to be paid at the conclusion of the period during which the CONTRACTOR is required to MAINTAIN and UPDATE the FEDERALISM CURRICULUM.