



Commonwealth of Pennsylvania

Date: **May 10, 2016**
Subject: **RFQ for Professional Services for the Balance of State Eastern and Western Continuums of Care**
Solicitation Number: **024-2015-18**
Opening Date/Time: **May 17, 2016/9:00AM**
Addendum Number: **#2**

To All Suppliers:

The Commonwealth of Pennsylvania defines a solicitation "Addendum" as an addition to or amendment of the original terms, conditions, specifications, or instructions of a procurement solicitation (e.g., Invitation for Bids or Request for Proposals).

List any and all changes:

A) Answers to questions received.

For electronic solicitation responses via the SRM portal:

- Attach this Addendum to your solicitation response. Failure to do so may result in disqualification.
- To attach the Addendum, download the Addendum and save to your computer. Move to 'My Notes', use the "Browse" button to find the document you just saved and press "Add" to upload the document.
- Review the Attributes section of your solicitation response to ensure you have responded, as required, to any questions relevant to solicitation addenda issued subsequent to the initial advertisement of the solicitation opportunity.

For solicitations where a "hard copy" (vs. electronic) response is requested:

- Attach this Addendum to your solicitation response. Failure to do so may result in disqualification.
- If you have already submitted a response to the original solicitation, you may either submit a new response, or return this Addendum with a statement that your original response remains firm, by the due date to the following address:

Lorie Abbott, Financial Management Center, Department of Community & Economic Development,
Commonwealth Keystone Bldg., 4th Floor, 400 North Street, Harrisburg, PA 17120-0225

Except as clarified and amended by this Addendum, the terms, conditions, specifications, and instructions of the solicitation and any previous solicitation addenda, remain as originally written.

Very truly yours,

Name: Lorie Abbott
Title: Issuing Officer
Phone: 717-720-1445
Email: labbott@pa.gov

QUESTIONS AND ANSWERS
RFQ FOR PROFESSIONAL SERVICES FOR THE BALANCE OF STATE
EASTERN AND WESTERN CONTINUUMS OF CARE

RFQ #024-2015-18

1. As part of the cost estimate for the administrative support (task 7), do we need to include a fee for renting office space, or will that be provided from an organization that is a member of the CoC?

Include fee for renting office space for each COC.

2. Will DCED continue to provide a toll-free line for conference calls?

The contractor will provide all lines for conference calls.

3. Will DCED continue to host trainings (task 6) on the WebEx system, or do we need to make arrangements and include costs to host our own webinars?

The contractor will make arrangements to host webinars and include the expenses in their application. DCED may assist when necessary.

4. Should we include reimbursement of mileage to Board members as part of our projected costs for Board meetings and CoC meetings?

Mileage for Board members will be reimbursed by DCED.