

SOLICITATION ADDENDUM

Date: **April 24, 2024**
Subject: **Correction to the PART I Section 11-B. Proposal Format**
Solicitation Number: **PSERS RFP2024-02**
Due Date/Time: **May 20, 2024**
Addendum Number: **3**

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:

The Issuing Office has added Paragraph 1.e., Paragraph 3 and Paragraph 4 to **Section I-11. B. Proposal Format** for additional clarity to the list of required submittal elements. For completeness, the entire **Section I-11** is shown with the highlighted additions in yellow.

I-11 Proposal Requirements.

A. Proposal Submission. To be considered, Offerors should submit a complete response to this RFP to the Issuing Office, using the format provided in **Section I-11.B**, providing five (5) paper copies [one marked “ORIGINAL”] of the Technical Submittal and one (1) separately sealed (envelope preferred) paper copy of the Cost Submittal.

In addition to the paper copies of the proposal, Offerors shall submit a single electronic complete and exact copy of the entire proposal with named separate files **for the Technical Submittal and the Cost Submittal**. The electronic submission must be on USB/Flash drive in Microsoft Office or Microsoft Office compatible format and any spreadsheets must be in Microsoft Excel. The Offerors may not lock or protect any cells or tabs. Offerors should ensure that there is no costing information in the technical submittal. Offerors should not reiterate technical information in the Cost Submittal. The USB/Flash drive should clearly identify the Offeror and include the name and version number of the virus scanning software that was used to scan the USB/Flash drive before it was submitted. The Offeror shall make no other distribution of its proposal to any other Offeror or Commonwealth official or Commonwealth consultant.



Each proposal page should be numbered for ease of reference. An official authorized to bind the Offeror to its provisions must sign the proposal. If the official signs the **APPENDIX A Proposal Cover Sheet** and the Proposal Cover Sheet is scanned and provided in a PDF version in the Offeror's electronically submitted proposal, the requirement will be met. For this RFP, the proposal must remain valid for 120 days or until a contract is fully executed. If the Issuing Office selects the Offeror's proposal for award, the contents of the selected Offeror's proposal will become, except to the extent the contents are changed through Best and Final Offers or negotiations, contractual obligations.

B. Proposal Format. Offerors must submit their proposals in the format, including heading descriptions, outlined below. To be considered, the proposal must respond to all proposal requirements. Offerors should provide any other information thought to be relevant, but not applicable to the enumerated categories, as an APPENDIX to the Proposal. All cost data relating to this proposal should be kept separate from and not included in the Technical Submittal. Offerors should not reiterate technical information in the Cost Submittal. Each electronic proposal shall consist of the following **two (2) separate** files:

1. Technical Submittal, in response to **PART III**; and
 - a. Complete, sign and include **APPENDIX B – Domestic Workforce Utilization Certification**; and
 - b. Complete, sign and include **APPENDIX C – Iran Free Procurement Certification Form**; and
 - c. Complete, sign and include **APPENDIX D – Trade Secret/ Confidential Proprietary Information Notice**; and
 - d. Complete, sign and include **APPENDIX E – Worker Protection and Investment Certification Form**; and
 - e. Complete, sign and include **APPENDIX A – Proposal Cover Sheet.**
2. Cost Submittal, in response to RFP **PART IV**.

The Issuing Office reserves the right to request additional information which, in the Issuing Office's opinion, is necessary to assure that the Offeror's competence, number of qualified employees, business organization, and financial resources are adequate to perform according to the RFP.



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DEPARTMENT OF GENERAL SERVICES
BUREAU OF PROCUREMENT

The Issuing Office may make investigations as deemed necessary to determine the ability of the Offeror to perform the Project, and the Offeror shall furnish to the Issuing Office all requested information and data. The Issuing Office reserves the right to reject any proposal if the evidence submitted by, or investigation of, such Offeror fails to satisfy the Issuing Office that such Offeror is properly qualified to carry out the obligations of the RFP and to complete the Project as specified.

- 3. SDB Participation Submittal (SDB-2) (which must include the SDB Utilization Schedule (SDB-3), Good Faith Efforts Documentation to Support Waiver Request (SDB-4 and SDB-5), or both), in response to RFP PART V; and**
- 4. VBE Participation Submittal (VBE-2) (which must include the VBE Utilization Schedule (VBE-3), Good Faith Efforts Documentation to Support Waiver Request (VBE-4 and VBE-5), or both), in response to RFP PART V.**

Type of Solicitation: Hard Copy (Paper) Bid - 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.

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.

Respectfully,

Name: James Henning
Title: Issuing Office
Email: ra-psprocurement@pa.gov