

Addendum No. 1

RFP # 6100007307

Virtual Public Engagement Services for Highway Projects Systemwide

Prospective Respondents: You are hereby notified of the following information in regard to the referenced RFP:

ADDITIONS

1. Section **I-31 IT Standards** has been added.

I-31. IT Standards: Proposer will comply with all published IT Standards as found at Knowledge Home - Knowledge Portal (service-now.com). This list of IT Standards grows as Standards are added and updated. Awarded vendors are responsible for staying current on published PTC IT Standards.

2. Section **IV-6 Reports and Project Control** has been added.

IV-6. Reports and Project Control. The Awarded Proposers will be expected to provide the following project control reports and documentation.

Diverse Business (DB) Reporting. DB reports must be submitted on a regular basis through the Commission Vendor Portal for each Work Order, preferably at the same time as Work Order invoicing.

REVISIONS

1. Replace **Calendar of Events** on page 1 of 15 of the RFP (3 of 44 in the original RFP PDF file) in its entirety with the following:

Activity	Date	Time
Request for Proposals Issued	January 26, 2022	N/A
Deadline for Proposers to Submit Questions via the Commission's Vendor Portal. Answers will be posted in the Commission's Vendor Portal. https://www.ptcvendorportal.com/#/sp/home	February 11, 2022	11:59 PM
Due Date for Proposals - Electronic copies of the proposal must be submitted in the Commission's Vendor Portal before the due date and time shown here. This submitted proposal cannot be accessed by PA Turnpike Commission personnel until the proposal opening date and time. https://www.ptcvendorportal.com/#/sp/home	March 2, 2022	2:00 PM
Oral Clarifications/Presentations (<i>If necessary</i>)	TBD	TBD
Anticipated Notice to Proceed (<i>Estimate Only</i>)	July 2022	N/A

2. Replace the third sentence of first paragraph within section **I-5 Type of Contract** on page 2 of 15 of the RFP (4 of 44 in the original RFP) in its entirety with the following:

The Commission will pay for actual services performed on a time and materials or deliverables basis.

3. Replace the second sentence of first paragraph and delete the third sentence within section **I-14 Proposals** on page 4 of 15 of the RFP (6 of 44 in the original RFP) in its entirety with the following:

Each submitted proposal should include a separate file for the Technical Submittal and the Diverse Business (DB) participation submittal. ~~Proposer should ensure that there is no costing information in the technical submittal.~~

4. Append the following sentences to Section **I-28 Security Requirements** on page 8 of 15 of the RFP (10 of 44 in the original RFP) with the following:

Note, the Security Requirements are defined as an IT Standard and will be updated over time as necessary. This evolving document may be accessed at [Public IT Standards - IT Security Requirements \(service-now.com\)](https://service-now.com) and searching for "IT Security Requirements." Each Work Order issued under the contract resulting from this RFP will reference the latest version of the IT Security Requirements.

5. Replace the first paragraph of section **IV-1 Objectives** on page 14 of 15 of the RFP (16 of 44 of the original RFP) in its entirety with the following:

IV-1. Objectives.

Assist the Commission with virtual public engagement services supporting total reconstruction, bridge and interchange projects on the Turnpike systemwide that may include, but not necessarily be limited to:

- Hosting, Design, and Content Management of Virtual Public Meeting Room/Platforms and Presentations.
- Project Renderings and Video Development/Editing.
- Hosting, Design, and Management of dynamic online surveys to collect stakeholder input.
- Coordination with project team to ensure entire audience is reached across all mediums.
- Hosting, Design, and Management of interactive mapping and GIS renderings.
- Quality Assurance of all Commission design and construction project websites housed on the Commission's public website to maintain accuracy.

All other terms, conditions and requirements of the original RFP dated January 26, 2022, remain unchanged unless modified by this Addendum.