



Pennsylvania
Department of Transportation

Date:	May 13, 2025
Subject:	Identify changes made in Addendum One, Add OS-501, Replace Technical Submittal Template
Solicitation:	RFP 3523R14 - Local Technical Assistance Program (LTAP)
Due Date/Time:	June 5, 2025 at 2:00 PM
Addendum Number:	Two

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), including but not limited to questions and answers, which are considered a material part of the solicitation.

Please see the following updates:

Addendum Number Two does the following:

1. Identifies the changes to the **Technical Submittal Template** revised through Addendum One:
 - a. Amends language in **Section I-8 Federal Funds, Part B. Audits.:**

From:

Audits. As specified by the Federal Office of Management and Budget, the Selected Offeror agrees to satisfy the audit requirements contained in the Single Audit Act of 1984, 31 U.S.C. § 7501 et. seq., and, for this purpose, to comply with the Audit Clause to Be Used in Agreements with Entities Receiving Federal Awards from the Commonwealth, dated December 3, 2003, and made part of this Agreement. As used in the Audit Clause, the term "Subrecipient" means the Selected Offeror. Refer to **Federal Audit Clause** contained in **Buyer Attachments** for further information.

To:

Audits. As specified by the Federal Office of Management and Budget, the Selected Offeror agrees to satisfy the audit requirements contained in the Single Audit Act of 1984, 31 U.S.C. § 7501 et. seq., and, for this purpose, to comply with the Audit Clause to Be Used in Agreements with Entities Receiving Federal Awards from the Commonwealth, dated December 3, 2003, and made part of this Agreement. As used in the Audit Clause, the term "Subrecipient" means the Selected Offeror. Refer

to **Federal Audit Clause** contained in the RFP **Questions, Group 2.1: Standard Forms**.

- b. Amends language in **Section I-8 Federal Funds, Part C. Federal Disadvantaged Business Enterprise Assurance.:**

From:

Federal Disadvantaged Business Enterprise Assurance. The Selected Offeror shall not discriminate on the basis of race, color, national origin or sex in the performance of this Agreement. The Selected Offeror shall carry out applicable requirements of Title 49 Code of Federal Regulations Part 26 in the award and administration of United States Department of Transportation-assisted contracts. Failure by the Selected Offeror to carry out these requirements is a material breach of this Agreement, which may result in either the termination of this Agreement or such other remedy as the Department deems appropriate including, but not limited to, withholding progress payments; assessing sanctions; liquidated damages; and/or disqualifying Selected Offeror from future bidding as non-responsible. If the Selected Offeror is providing services or supplies for the Department pursuant to this Agreement, it must include this assurance in each subcontract that it signs with a subcontractor. Refer to **Federal Nondiscrimination and Equal Employment Opportunity Clauses** contained in **Buyer Attachments** for further information.

To:

Federal Disadvantaged Business Enterprise Assurance. The Selected Offeror shall not discriminate on the basis of race, color, national origin or sex in the performance of this Agreement. The Selected Offeror shall carry out applicable requirements of Title 49 Code of Federal Regulations Part 26 in the award and administration of United States Department of Transportation-assisted contracts. Failure by the Selected Offeror to carry out these requirements is a material breach of this Agreement, which may result in either the termination of this Agreement or such other remedy as the Department deems appropriate including, but not limited to, withholding progress payments; assessing sanctions; liquidated damages; and/or disqualifying Selected Offeror from future bidding as non-responsible. If the Selected Offeror is providing services or supplies for the Department pursuant to this Agreement, it must include this assurance in each subcontract that it signs with a subcontractor. For more information, refer to **Federal Nondiscrimination and Equal Employment Opportunity Clauses** contained in the RFP **Questions, Group 2.1: Standard Forms**.

- 2. Adds "**Confirmation of Services Form (OS-501)**" to **Buyer Attachments**.

3. Replaces the **Technical Submittal Template** in **Buyer Attachments** in its entirety with an updated version dated May 13, 2025, reflecting the following changes:

- a. Removes **Section I-8 Federal Funds, Part D. Assurances – Non-Construction Programs**.
- b. Amends language in **Section I-5 Reports and Project Control, Part F. Invoicing, Subsection 2. Invoice Submission, Paragraph 2:**

From:

All invoices should be submitted as per section **V.19 – Billing Requirements of the Terms and Conditions** contained in the **Buyer Attachments**. Additional information regarding invoice submission and payments may be found on the Office of Budget website.

To:

All invoices should be submitted as per section **V.21 CONTRACT-015.2 Billing Requirements** of the **Contract Terms and Conditions** contained in the **Buyer Attachments**. Additional information regarding invoice submission and payments may be found on the Office of Budget website.

- c. Amends language in **Section I-4 Tasks. Bullet Point 5:**

From:

Deliverables identified in the Tasks below shall be provided to PennDOT in a reproducible electronic format compatible with Microsoft Office products, unless specified otherwise in the Task; and

To:

Deliverables identified in the Tasks below shall be provided to PennDOT in a reproducible electronic format compatible with Microsoft Office products, unless specified otherwise in the Task.

- d. Removes the following language in **Section I-4 Tasks. Bullet Point:**

A summary must be provided in the table below as part of your response to the RFQ;

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

Regards,

Deborah Martin

Deborah Martin