

**CITY OF EVERETT**

**FINANCIAL/COMPLIANCE STAFFING SUPPORT FOR FEDERAL ARPA and FEMA PA FUNDING - RFP NO. 24-50**

**ADDENDUM NO. 2**

April 18, 2024

## QUESTIONS

Question 1) On page 12 of the RFP, in the NON-PRICE PROPOSAL COVER SHEET FOR RFP form, it states that the following documents are to be completed and submitted:

However, the Certificate of Non-Collusion cannot be found in the RFP.

Could you please send us a copy of this Certificate or provide instructions for obtaining this form?

Answer 1) “Paragraph “E” contains the “Certificate of Non-Collusion” language.

Question 2) Can you please clarify whether you require hardcopies of the proposal or whether we can submit two separate PDF files (one price and one non-price proposal) electronically?

Answer 2) All proposals must be submitted as hardcopies

Question 3) What is the ideal number of staffing resources required by the City?

Answer 3) Unfortunately, I do not have an answer for this question

Question 4) Would you like us to present a list of candidates to interview for the staff augmentation (phase I)?

Answer 4) Not at this time

Question 5) The RFP states in part: On-site work will be conducted as needed to meet objectives, activities,  and deliverables. Any on-site work shall be coordinated with the City and shall conform to the City’s COVID protocols. Please clarify the amount of time the city is expecting an on-site presence (Full-time, half-time, approximate number of hours per week, etc.)

Answer 5) You may delete that requirement. I am not anticipating any on site work under this contract.