



ADDENDUM NUMBER I
Federal Lobbyist/Legislative Consulting Services
Criteria Revision
Bid #01162013-003

To: All Bidders

From: Sha-Rone Caffie-Reyes, Purchasing and Contracts Manager

Date: January 24, 2013

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On page 9, Criteria 1 - Section 4, references a subcontractor relationship; however you were asked to clarify any joint ventures in detail. The statement should read please clarify any subcontractor relationship in detail. (Criteria 1 has been revised and is attached).

Criteria 1 – Qualifications

(40 points)

1. Key Personnel

- a. Identify key personnel and team hierarchy. Provide resumes of key personnel.
- b. Provide information regarding capabilities and experience of personnel directly assigned to this project that include the followings:
 1. Clearly identify who will have primary technical responsibility for contract negotiations, construction management, training, and any other aspect of the project implementation or post-construction services. **Please do not list individuals that will not be assigned to the project;**
 2. Professional resumes for key personnel and their responsibilities for the duration of the Contract. Resumes should include a list of previous projects, similar in size and complexity, in which the team member has played a significant role.

2. Project Approach

Provide a narrative description of the firm's project plan and approach required to accomplish the objective listed in the scope of work. Include a narrative that outlines firm's understanding of issues facing BDA and how the firm proposes to address these issues.

3. Relevant Experience and Past Performance

1. Consists of a summary of the firm's organization and the firm's past overall experience as well as experience on similar or related contracts. Include a list of verifiable references on similar or related contracts, including company or client's name, address, telephone number and contact person.
2. Where joint ventures will be utilized provide a copy of the legal documentation establishing the joint venture. **A joint venture is defined as a business undertaking by two or more parties in which profits, losses, and control is shared.**

Joint Ventures: To submit as a joint venture, it must be a **legally** formed entity. Please provide the following information regarding the joint venture:

- i. The legal documentation establishing the **Joint Venture**;
- ii. Experience and Qualifications of the **Joint Venture**;
- iii. **Joint Venture** Information (i.e. address, phone number, email address, and etc.); and
- iv. Point of Contact.

4. Where subcontractors will be utilized for a substantial (over 20%) portion of the contract, indicate whether the sub-contractor(s) have worked with Respondent on comparable projects in the past. **A subcontractor is defined as an individual or in many cases a business that signs a contract to perform part or all of the obligations of another's contract. Clarify any subcontractor relationships in detail.**

Subcontractors: If available please provide the following information regarding any key subcontractors:

- i. Experience and Qualifications;
- ii. Company Information; and
- iii. Point of Contact.