



ADDENDUM TWO

DATE: April 14, 2023
TO: All Respondents
FROM: Sheila Brown, Procurement/Contract Administrator
RE: **ADDENDUM #2 Questions and Answers**

In Part III of the Table of Contents (pasted below), the numbering does not align with the content numbering in the RFP itself (pp6-9), per the highlighted notes below; please clarify if the Table of Contents is incorrect or if there is content missing in the RFP and if the latter, please provide the missing content.

PART III – SUBMISSION REQUIREMENTS

3.1 Staffing and Qualifications (this seems to be covered in the required tabs chart [pp7-8] under 3.1.5)

3.2 Relevant Experience and Past Performance (this seems to be covered in the required tabs chart [pp7-8] under 3.1.4.4)

3.3 References (this seems to be covered in the required tabs chart [pp7-8] under 3.1.6)

3.4 Respondent's Approach and Response to Scope of Service (this seems to be covered in the required tabs chart [pp7-8] under 3.1.4.2)

3.5 Proposal Cost (this seems to be missing; is there a specific form we are to use, or are we to just create a pricing proposal on our letterhead, as referenced on p13 of the RFP?)

Also, please specify where/what order in our response you wish us to include our pricing information.

3.6 Required Certifications/Forms (this is numbered 3.3 in the RFP on page 9)

MHA Response: Part III Submission Requirements of the table of contents (page 2 of RFP) is a listing of the items within the table under 3.1 Tabbed Proposal Submittal. Each Respondent should organize their proposal as indicated by the items within the RFP table (starting on page 7) as listed for each tab.

MHA Response: There isn't a proposal cost form. All Respondents should reference Section 3.2 Proposal Pricing/Cost and place their proposed cost under Tab 4.

MHA Response: Section 3.6 Required Certifications/Forms should be labeled Section 3.3

We are grateful for your interest in doing business with our Agency and we look forward to receiving a proposal from your firm.