



**ADDENDUM #2**  
**RFP #FY 2017-2018-018**  
**FEDERAL LOBBYIST SERVICES**

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Please ensure you check the City's website for the latest addendum released for this project. Below finds the link to the City's website: [www.cohb.org/solicitations](http://www.cohb.org/solicitations).

**Firm must provide this form signed by an authorized officer of your Firm to acknowledge receipt of ADDENDUM #2 and provide with your Firm's response.**

**PLEASE NOTE:**

**Question #1:**

Will the pre-proposal conference allow for participation via teleconference?

**Answer #1:**

No.

**Question #2:**

The principals at our firm who may respond to the City's RFP only recently joined the firm, yet have served Florida local governments for nearly two decades at other firms. Sunbiz registration does not transfer with individuals, yet we've had it in the past and have it again at the new company. May we still respond even though our new firm hasn't had a Sunbiz registration since 2012, a qualification that's outlined in the RFP?

**Answer #2:**

Firm is responsible to clearly show in detail and clearly explain how the "Authorized Person(s) Detail" (Principals/Officers) as provided in Sunbiz meet Minimum Qualification Requirements #1: Years in Business – Sunbiz, page 7 of the RFP document for the proposing Firm(s).

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**Question #3:**

Under Minimum qualification Requirement #2: Similar Contracts – it states on page 8 of the RFP “that proposers must provide the information for MQR#2 on the following chart(s)”

However, the charts on pages 8 – 12 of the RFP - provide extremely limited blank space to “detailed information about the scope of work your firm provided during this Project.”

Q - must the RFP’s pages 8-12 that have the charts be used, or would it be possible for proposers to create similar charts – with the same information and questions being asked – but that would allow for additional space for insertion of detailed information about the scope of the work provided during this project? Or is the City seeking detail in 4 or 5 sentences that could fit within the existing blank space of the charts on pages 8-12 of the RFP?

**Answer #3:**

Insertion of additional pages will be accepted using the titles which must be the same as the Chart(s).

**Question #4:**

For References – per page 15 of the RFP, it directs that five (5) references must be provided, and that “your firm must send and obtain a completed reference check form for each of your firms’ required (5) references.”

Q - five reference check forms must be submitted (pages 39 – 41 of the RFP) to meet the reference requirements of the proposal?

**Answer #4:**

See RFP document, Reference Section, page 15, states *“Your Firm must send and obtain a completed Reference Check Form for each of your Firm’s required five (5) references.”*

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**Question #5:**

On Page 22 of the RFP, where the letter k is noted, the RFP directs - "k. Indicate if your firm has Professional Liability (Errors & Omissions): Yes or No (Check the applicable box) "

Q – this asking if a proposer firm has professional liability insurance?

Q - Should this page, with the applicable box checked, be included in the "forms" section of the proposal?

**Answer #5:**

Yes, the City is inquiring if the Proposing Firm has Professional Liability (Errors & Omissions)

Yes, page 22 of the RFP document must be completed and returned with RFP submission of response.

**Question #6:**

Should any acknowledgements of receipt of addendums, also be include in the "forms" section of the proposal?

**Answer #6:**

Yes.

**Question #7:**

Was the pre-proposal conference recorded and is it available as a public record?

**Answer #7:**

In accordance with Florida Statutes 119.07 1 and s. 24 a. any information pertaining to this RFP will be available at such time as when the City of Hallandale Beach City Clerks Office posts the item on the agenda on the City's website or until thirty (30) days from opening of received proposal responses, whichever is earlier.

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**Question #8:**

With regard to RFP# FY2017 – 2018 – 018, on behalf of my firm, I am looking for clarification regarding clients and their contracts. Is it sufficient to provide a list of only public bodies and their monthly retainers?

**Answer #8:**

See RFP document, Proposal Format, Firm’s Qualifications and Experience, item 7, f, page 22-23 states *“Provide a list of government **and** private clients your firm has on contract through 2020. Please provide the dollar amount of each contract and a brief description of the services. List and describe any potential conflicts of interest between the City and your Firm’s other clients that may affect the Firm’s representation of the City’s interests. “*

**PLEASE NOTE RECEIPT OF ADDENDUM #2 BY SIGNING BELOW AND INCLUDE WITH YOUR FIRM’S SUBMISSION.**

**I ACKNOWLEDGE RECEIPT OF ADDENDUM # 2:**

Company:	
Name:	
Title:	
Signature:	
Date:	

Sincerely,



Andrea Lues, Director, Procurement Department