



## **ADDENDUM No. 1**

**to**

**RFP No. 2018-ACWDB-CVPER**

**for**

**Contracting/Vendor Pay Agent & Employer of Record Services  
released Tuesday, November 27, 2018**

**Specification Clarification/Modification and Recap of the Networking/Bidders Conferences  
held on December 5, 2018**

This County of Alameda, Social Services Agency (SSA), RFP Addendum has been electronically issued to potential bidders via e-mail. E-mail addresses used are those in the County's Small Local Emerging Business (SLEB) Vendor Database or from other sources. If you have registered or are certified as a SLEB, please ensure that the complete and accurate e-mail address is noted and kept updated in the SLEB Vendor Database. This RFP/Addendum will also be posted on the GSA Contracting Opportunities website located at [http://www.acgov.org/gsa/purchasing/bid\\_content/ContractOpportunities.jsp](http://www.acgov.org/gsa/purchasing/bid_content/ContractOpportunities.jsp).

**The following Sections have been modified to read as shown below.** Changes made to the original RFP document are in **bold** print and **highlighted**, and deletions made have a ~~strike through~~.

- A. Additions to RFP Specifications, Terms and Conditions
- B. Changes to RFP Specifications, Terms and Conditions
- C. Changes to Exhibit A (Attachment 1)- Bid Response Packet
- D. Deletions to RFP Specifications, Terms and Conditions

No additions/changes/deletions to the original RFP document are included in this Addendum.

### **Responses to Written Questions**

Q1) Is there a minimum amount that has to be paid out each month for reimbursement?

**A1) No, there is no minimum amount. Reimbursement will be based on actual expenditures for the invoice period.**

Q2) Does the insurance coverage statement have to be turned in with the RFP Response Package?

**A2) No. Certificates of insurance will need to be provided by the awarded bidder during the contract process. Please see the RFP Response Checklist on page 2 of the RFP Response Packet for all required RFP documentation and exhibits.**

Q3) Will overhead costs be given after the first invoice has been sent in?

**A3) Each invoice should include a request for all expenditures, including overhead, for the invoice period.**

Q4) Does the organization have to provide services at a specific location or facility?

**A4) No, ACWDB does not require a specific location or facility for the provision of services under this RFP.**

The following participants attended the Bidders Conferences:

	Company Name / Address	Representative	Contact Information
1.	B.A.L.L.E.R.S – Brothers and Ladies Leading for Enrichment, Righteousness, and Success 1236 2 <sup>nd</sup> Avenue Oakland, CA 94601	Natisha Gatlin	Phone: (510) 712-1058
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			E-Mail: <a href="mailto:sequoia.hall@acgov.org">sequoia.hall@acgov.org</a>
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