**COUNTY OF ALAMEDA**

**HEALTH CARE SERVICES AGENCY (HCSA)**

**ADDENDUM No. 1**

**to  
IRFQ No. HCSA-0123**

**for**

Communications Capacity Consultant

**Specification Clarification/Modification**

**Notice to Bidders**

This County of Alameda, HCSA Addendum has been electronically issued to potential bidders via e-mail based on Questions received via email or from other sources. This Addendum will also be posted on the General Services Agency (GSA) Contracting Opportunities website located at <https://www.acgov.org/gsa_app/gsa/purchasing/bid_content/contractopportunities.jsp>

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

Page 1 and 2 of the IRFQ, COVER PAGES, are hereby modified as follows:

COUNTY OF ALAMEDA

INFORMAL REQUEST FOR QUOTATION No. HCSA-0123

**for**

Communications Capacity Consultant

|  |
| --- |
| **For complete information regarding this project, see Information Request for Quotation (IRFQ) posted at** [**http://www.acgov.org/gsa\_app/gsa/purchasing/bid\_content/contractopportunities.jsp**](http://www.acgov.org/gsa_app/gsa/purchasing/bid_content/contractopportunities.jsp%20) **or contact the County representative listed below. Thank you for your interest!**  **Contact Person: Alexandra Arroyo**  **Phone Number: (510) 618-3364**  **E-mail Address:** [**aarroyo@acgov.org**](mailto:aarroyo@acgov.org) |

**RESPONSE DUE**

by

**2:00 p.m.**

on

**May ~~15~~ 24, 2023**

~~through~~

**~~Email Submission to~~** [**~~aarroyo@acgov.org~~**](mailto:aarroyo@acgov.org)

at

**Alameda County, Health Care Services Agency**

**1000 San Leandro Blvd, Suite 300, San Leandro, CA 94577**

# **CALENDAR OF EVENTS**

INFORMAL REQUEST FOR QUOTATION No. HCSA-0123

COMMINICATIONS CAPACITY CONSULTANT

|  |  |
| --- | --- |
| **EVENT** | **DATE/LOCATION** |
| **Request Issued** | **May 5, 2023** |
| **Addendum No.1 Issued** [only if necessary to amend IRFQ] | **May ~~10~~ 16, 2023** |
| **Response Due ~~and Submitted through Email to~~** [**~~aarroyo@acgov.org~~**](mailto:aarroyo@acgov.org) | **May ~~15~~ 24, 2023 by 2:00 p.m.** |
| **Evaluation Period** | **May ~~15-19~~ 24-26, 2023** |
| **Notice of Intent to Award Issued** | **May ~~22~~ 30, 2023** |
| **Board Consideration Award Date** | **June 20, 2023** |
| **Contract Start Date** | **June 1, 2023** |

***NOTE: All dates are tentative and subject to change.***

Page 15 of the IRFQ, Section III, O. SUBMITTAL OF BID RESPONSES, is hereby modified as follows:

**O. SUBMITTAL OF BID RESPONSES**

* + 1. Document Submittal

~~All response documents must be completed and submitted via email to~~ [~~aarroyo@acgov.org~~](mailto:aarroyo@acgov.org) ~~BY 2:00 p.m. on the due date specified in the Calendar of Events.~~

~~Bidders~~ **~~must~~** ~~submit an electronic version of their proposal in a PDF file, preferably a single file if size permits.~~

The submitted Proposal must conform to and include Exhibit A – Bid Response Packet, as amended or revised by Addendum, including additional required documentation. **A Bidder may be disqualified if the most current version of Exhibit A, as revised and published through Addenda, is not used.**

In whole or in part, bid responses are NOT to be marked confidential or proprietary. The County may refuse to consider any bid response or part thereof so marked. Bid responses submitted in response to this IRFQ may be subject to public disclosure, even if marked confidential or proprietary.  The County shall not be liable in any way for disclosure of any such records. Please refer to the County’s website at [**Alameda County Proprietary and Confidential Information Policies**](https://gsa.acgov.org/do-business-with-us/contracting-opportunities/policies-procedures/proprietary-confidential-information/) [<https://gsa.acgov.org/do-business-with-us/contracting-opportunities/policies-procedures/proprietary-confidential-information/>].

For the responses to be considered complete, the Bidder **must** provide responses to all information requested in Exhibit A – Bid Response Packet, as revised by any Addenda.

**All bids must be SEALED and must be received at the Health Care Services Agency of Alameda County BY 2:00 p.m. on the due date specified in the Calendar of Events.**

**NOTE: LATE AND/OR UNSEALED BIDS CANNOT BE ACCEPTED. IF HAND DELIVERING BIDS, PLEASE ALLOW TIME FOR METERED STREET PARKING OR PARKING IN AREA PUBLIC PARKING LOTS AND ENTRY INTO SECURE BUILDING.**

**Bids will be received only at the address shown below, and by the time indicated in the Calendar of Events. Any bid received after said time and/or date or at a place other than the stated address cannot be considered and will be returned to the bidder unopened.**

**All bids, whether delivered by an employee of Bidder, U.S. Postal Service, courier, or package delivery service, must be received and time stamped at the stated address prior to the time designated. The Procurement department’s timestamp shall be considered the official timepiece for the purpose of establishing the actual receipt of bids.**

**Bids are to be addressed and delivered as follows:**

**Alameda County, Health Care Services Agency**

**IRFQ No. HCSA-0123**

**Attn: Alexandra Arroyo**

**1000 San Leandro Blvd, Suite 300**

**San Leandro, CA 94577**

**Bidder’s name, return address, and the IRFQ number and title must also appear on the mailing package.**

**\*PLEASE NOTE that on the bid due date, a bid reception desk will be open between 9:00 a.m. – 2:00 p.m. and will be located on the third floor at 1000 San Leandro Blvd., Suite 300.**

**Bidders are to submit one original hardcopy bid (Exhibit A – Bid Response Packet, including additional required documentation), with original ink signatures. All submittals should be printed on plan white paper and must be either loose leaf or in a 3-ring binder (NOT bound). It is preferred that all proposals submitted shall be printed double-sided and on minimum 30% post-consumer recycled content paper. Inability to comply with the 30% post-consumer recycled content recommendation will have no impact on the evaluation and scoring of the proposal.**

**Bidders must also submit an electronic copy of their proposal. The electronic copy must be in a single file (PDF with OCR preferred) and shall be an exact scanned image of the original hard copy Exhibit A – Bid Response Packet, including additional required documentation. The file must be on disk or USB flash drive and enclosed with the sealed original hardcopy of the bid.**

**All signatures must be present in the electronic bid response (e.g., Bidders may want to sign any pages that require signature, scan them, and make them part of the electronic file).**

Page 1 of the Exhibit A Bid Response Packet, Instructions page, is hereby modified as follows:

### EXHIBIT A

**BID RESPONSE PACKET**

**INSTRUCTIONS**

1. Please read EXHIBIT A – Bid Response Packet carefully; INCOMPLETE BID PROPOSALS MAY BE REJECTED. Alameda County will not accept submissions or documentation after the bid response due date. ~~Successful uploading of a document does not equal acceptance of the document by Alameda County.~~
2. The bid response must comply with all requirements contained in the IRFQ. **It is strongly recommended that Bidders verify and review all Addenda to confirm the use of the most current forms and provide all information requested.**
3. The bid response submission must conform to and include Exhibit A – Bid Response Packet, as amended or revised by Addendum, including additional required documentation. **A Bidder may be disqualified if the most current version of Exhibit A, as revised and published through Addenda, is not used.**
4. The following pages require confirmation, declaration, and /or a signature (?). These must ~~be either: (1) be printed and~~ have an original signature~~(s); or (2) be digitally signed via a DocuSign, CongaSign, or other verifiable independent electronic signature services.~~ All signatures must be by an individual authorized to bind the Bidder.
   1. Exhibit A – Bid Response Packet, Bidder Information
   2. Exhibit A – Bid Response Packet, Bidder Acceptance
   3. Exhibit A – Bid Response Packet, Debarment and Suspension Certification
   4. Exhibit B-1 – Certification for Contracts, Grants, Loans, and Cooperative Agreements; CERTIFICATION REGARDING LOBBYING (APPENDIX A, 44 C.F.R. PART 18)
5. ~~Each page of the Bid Response Packet must be submitted via email to~~ [~~aarroyo@acgov.org~~](mailto:aarroyo@acgov.org) ~~as PDF attachment(s) with all required information included and documents attached; any pages of the Bid Response Packet not applicable to the Bidder are to be submitted with such pages or items clearly marked “N/A” or the bid response may be disqualified as incomplete.~~

**BIDDERS ARE TO SUBMIT ONE ORIGINAL HARDCOPY BID (EXHIBIT A – BID RESPONSE PACKET), INCLUDING ADDITIONAL REQUIRED DOCUMENTATION), WITH ORIGINAL INK SIGNATURES, PLUS ONE ELECTRONIC COPY OF THE BID IN PDF (with OCR preferred)**

1. Bidders must not modify the Bid Response Packet or any other County-provided document unless instructed to do so, or the bid response may be disqualified.
2. Bidder must quote price(s) as specified in the IRFQ, using the form(s) as amended or revised by any Addenda.