

Addendum No. 1
April 25, 2003

Lower Manhattan Development Corporation
Request for Proposals for Integrity Screening Consultant
(RFP LMDC-19)

Acknowledgement of the Addendum

Please acknowledge receipt of this addendum in your proposal submission.

Responses to Questions

Question #1:

Should the contact information be a “cover sheet” or should it be presented as Section D of the submission?

Answer:

Information regarding contact information, as requested in Section D, may be provided either in a cover sheet or within the body of a proposal. However, as noted in the RFP, the contact information does not count toward the ten (10) page limit.

Question #2:

Question 13 of the Standard Business Background Questionnaire (“SBBQ”) calls for a copy of my company’s most recent annual audited financial statement. What if my company does not have an audited financial statement? Will I be disqualified from consideration?

Answer:

The lack of an annual audited financial statement will not disqualify a responding firm from consideration. However, if you do not have an annual audited financial statement, you should submit an unaudited financial statement or a balance sheet and profit and loss statement for the most recent fiscal year with your completed SBBQ.

Question #3:

Does the LMDC wish the Integrity Screening Consultant (“ISC”) to conduct a review or analysis of the financial capacity or credit data regarding the screened entities? If so, what financial or credit data does the LMDC seek?

Answer:

As outlined in the RFP, the LMDC anticipates that the ISC will conduct a review and analysis of completed SBBQs requested by the LMDC, which will reveal certain financial information. The LMDC is seeking proposals that outline how the ISC intends to conduct that review and analysis. Your proposal should include an identification of the type of financial or credit data the ISC will review and how this data will be incorporated into your analysis.

Question #4:

Does the LMDC wish the ISC to screen entities regarding job performance?

Answer:

The LMDC anticipates that the primary function of the ISC will be to conduct a review and analysis of the responses submitted in the SBBQ and the integrity of the entity and its principals. That review may necessarily include research that relates to job performance on a particular project if, for example, the entity reports that it has received an unqualified rating from a governmental agency. The LMDC does not anticipate, however, that the ISC will conduct an independent investigation of the entity's overall job performance.

Question #5:

Does the LMDC wish the ISC to screen the applicant entity only or affiliated entities?

Answer:

The LMDC anticipates that in most instances it will want the ISC to screen affiliates. However, the LMDC cannot predict the number of affiliates an entity may have.

Question #6

How many principals of a screened entity does the LMDC expect would be screened per entity?

Answer:

The LMDC cannot at this time predict the number of principals that may be a part of any entity with respect to which LMDC will request a screening.

Question #7

Can I submit a joint proposal with another entity? Will a joint proposal require prior approval from LMDC?

Answer:

Yes, you may submit a joint proposal and prior approval is not required.

Question #8:

In what format (i.e. paragraph form or resume format) does LMDC want resumes of the ISC's principals, project manager(s) and professional staff? Also, if a joint proposal is submitted should resumes of the counterparts at the other firm also be included?

Answer:

The requested information may be submitted in either a resume or paragraph format for all entities who wish to be considered by the LMDC. Individual resumes will be included in the 10-page limit.

Question #9:

Section III.A.3 of the RFP states that up to five (5) samples of major related projects should be included with each proposal. Can these samples, including redacted reports, be included in the appendix?

Answer:

Yes, the five (5) work samples, including the redacted reports, must be included in a separate, bound, appendix, which is not subject to the ten (10) one (1) sided page limitation.

Question #10:

Section I.B. of the RFP states that each of the eight copies of the proposal should be submitted "bound in a single volume." However in Section III of the RFP it states "work samples must be included in a separate, bound, appendix." Should the separate appendix be included in the single volume?

Answer:

No, the proposal should be in a single bound volume, limited to ten (10) one-sided pages. The work samples must be included in a separate bound appendix.

Question #11:

Is a single over-all fee for all services rendered based upon the RFP's estimated amount of 100 integrity checks to be performed yearly required or, in the alternative, is a per entity and per individual/company principal fee quotation an acceptable method of fee presentation.

Answer:

Your fee presentation should include a proposed fee for the screening of individual persons and the screening of entities, including principals and affiliates.