

# RideKC

## ADDENDUM NO. 1

Kansas City Area Transportation Authority  
1350 E. 17<sup>th</sup> Street  
Kansas City, Missouri 64108

RFP #F23-7018-34A  
Indefinite Delivery/Indefinite Quantity (IDIQ) for  
On-Call Marketing and Communications Consultant Services

Issue Date: August 4, 2023

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This Addendum is hereby made a part of the Proposal Documents to the same extent as if it was originally included therein and is intended to modify and/or interpret the proposal documents by additions, deletions, clarifications, or corrections. The Contractor shall acknowledge in the proposal the receipt of this Addendum.

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### REQUESTS FOR CLARIFICATION

- Q1. Do the proposing agencies need Transportation experience? Will an agency with transportation experience have a better or even slightly better chance of being awarded this contract?
- A. All firms having relevant experience to the Scope of Services, listed in Section 2 of the RFP, are encouraged to submit proposals.
- Q2. Since the DBE goal and specific scope of work will be determined on a work order basis, can DBE partners be identified for specific work orders? Is there a diverse goal set for this opportunity?
- A. KCATA will evaluate each work order prior to issuance to verify funding sources and availability of diverse firms to determine a diversity goal. Proposers are requested to include diverse firms as part of their proposed teams, whether a diverse goal is set or not. See Section 3.11 for additional information regarding KCATA's policy.
- Q3. In Section 4.5, A, the language says KCATA "may" ask for this information. Does that mean we do not need to include it unless we are asked?
- A. Financial statements, as mentioned in Section 4.5.A, are not required with the proposal submission. They will be requested by KCATA on an "as-needed" basis.
- Q4. In Section 4.5, C:1, Is it correct that vendor registration is only required if the firm wins the project? Or must a proposer also complete the vendor registration process?
- A. All Firms, awarded and non-awarded, are encouraged to register with KCATA. They will be included in our database under their specific NAICS code(s) for future solicitations.

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## ADDENDUM NO. 1 (continued)

### RFP #F23-7018-34A Indefinite Delivery/Indefinite Quantity (IDIQ) for On-Call Marketing and Communications Consultant Services

- Q5. For freelancers, if they are individuals with no employees, do they need to submit enrollment/participation in a Federal work authorization program?
- A. Per Section 285.500 RSMo: "Employer, any individual, organization, partnership, political subdivision, corporation, or other legal entity which has or had in the entity's employ five or more individuals performing public works [as defined in section 290.210]."
- Q6. For attachments H, I and J, is the freelancer/subcontractor the "Authorized official"?
- A. Yes.
- Q7. For Attachment F1 (EEO Guidelines), does each freelancer need to fill out this form, or should freelancers be considered temporary employees?
- A. Each Freelancer that will be utilized by the prime contractor/firm, that has 5 or more employees as mentioned in Q5, will need to complete form F-2 in the RFP.
- Q8. For the Price Proposal required, Attachment D, is it only costs by personnel that you need or is it also costs for specific services: i.e, Strategic Communications, Copywriting, etc.?
- A. For this RFP, fully loaded labor rates for personnel and subcontractors are required. As a work order is developed, prices for specific tasks will be required.
- Q9. With a bid open date of 8/22/2023, and in consideration of the review and selection logistics, what is your best guess of a date range as to when the contract(s) would be awarded and the chosen vendors available to work?
- A. The anticipated contract award will be no later than October 25, 2023.

END OF ADDENDUM 1



**RECEIPT OF ADDENDA**

**RFP #F23-7018-34A  
Indefinite Delivery/Indefinite Quantity (IDIQ) for  
On-Call Marketing and Communications Consultant Services**

Proposers shall return this **RECEIPT OF ADDENDA** form when submitting your proposal. The form shall be signed and dated by an authorized representative of the firm. Failure to submit this form may deem the Proposer non-responsive.

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We hereby acknowledge that the Addendum noted below has been received and all information has been incorporated in the RFP as required.

Addendum # 1                      Dated 08/4/2023                      Date Received \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Email Address: \_\_\_\_\_