

**Date:** March 15, 2024

**To:** ALL PROSPECTIVE BIDDERS

**From:** Ledwin Martinez, Agency Chief Contracting Officer  
Shauntay Cherry, Deputy Agency Chief Contractor Officer

**RE:** **ADDENDUM #1 Moving On RfX EPIN: 80624P0049**

## **PART 1: PROPOSER QUESTIONS AND ANSWERS**

***Question 1: Letters of Reference are required for submission...does this include documents from potential partners only or are we allowed to include others familiar with our capacity to engage this work?***

References are not required to include potential partners. Those familiar with organizational experience and capacity to engage in the type and scope of work covered by the RFP should be included.

As outlined in the RFP, "Format and Content of the Proposal Outline", Section I "Proposal Format", Subsection A.4. "Experience and Qualifications": (Section I, Part A, 4d):

"Provide a listing of at least three (3) references, preferably including a client(s) of comparable trainings provided within the past two years. Include the name of the reference entity, a brief statement describing the relationship between the proposer and reference entity, and the name, title and telephone number of a contact person at the reference entity, for the proposer."

***Question 2: In accessing the Public Rfx, we see a Questionnaire document with required responses...can we interpret this to mean that the former RFP document can be referred to for details or will a new standalone RFP be issued? If so, where can we access those materials?***

The current RFP document is provided as a PDF in the "Documents" tab of the RfX in PASSPort. Please use this document for reference. Do not reference any information from the prior release.



**Question 3: Similarly, is there a new budget template document forthcoming? When I access the \$ tab within PassPort, I see a document with multi-language instructions on a tab and a single line in the response tab? Does this mean a line-item detailed budget is not required at this time?**

The current RFP budget template is provided as an excel workbook document in the “Documents” tab of the RFX in PASSPort. Please download and complete this budget template and attach it to the “Required Documents” section of the PASSPort Questionnaire.

**Note: If you are experiencing technical issues, please submit a tech ticket with MOCS Service Desk - [Link](#)**

***Provide an explanation of the issue, a screenshot and contact information. Please share the ticket number to the Agency Contact Person for awareness.***

**ALL OTHER TERMS AND CONDITIONS OF THE SOLICITATION DOCUMENT AND ANY ADDENDA ISSUED THERETO REMAIN UNCHANGED.**

Approved by ACCO Office:

*Shauntay Cherry*

**NYC**



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