

**ADDENDUM A: SUBMITTED QUESTIONS AND ANSWERS**

**General Clarification:**

During the Pre-Proposal Conference it appeared that there may have been some confusion regarding the requirements contained in Sections III. A., B., and C. (numbered 1-16, pages 3-6) and the Submission Requirements in Section IV. E. (numbered 1-11, page 7). The requirements contained in Section III do not have to be included in the Proposal submitted to the City. However, the selected provider must meet all of the requirements in Section III, and provide documentation thereof, prior to entering into a contract with the City for the requested services. That being said, if any Proposer already has documentation that they currently meet any of the requirements contained in Section III, they are highly encouraged to provide that documentation as a part of their proposal.

**Specific Questions Asked and Answered During the Pre-Proposal Conference:**

**Q:** Will the city of Norman allow the Provider to use company owned and/or personal vehicles for this program in addition to those provided by the City?

**A:** The City of Norman is willing to consider use of additional company owned vehicles in addition to any vehicle(s) the City provides as a part of the eventual contract.

**Q:** If so, will the City cover routine maintenance and gas of company and/or personal vehicles used in conjunction with this program?

**A:** There is precedent of the City providing maintenance and fuel costs to agency-owned vehicles providing similar services. However, the City would not be willing to cover routine maintenance or gas for personal-use vehicles.

**Q:** What specifically are you looking for in a drivers' log, as requested in Section B, point 6d?

**A:** This requirement is flexible depending on the project approach of the provider. Driver's logs should be kept to ensure compliance and accurate reporting of other necessary information required of the provider.

**Q:** In Section B, point 7a, there is a request for maintenance logs. What kinds of maintenance would you like logged? Is this only for "repairs that result from [the Provider's] employees or subcontractor's negligent acts," as described in point 11? Or are you requesting logs in addition to these?

**A:** The provider will be responsible for logging any and all maintenance performed to all vehicles used by the provider, whether or not that maintenance is performed by the City.

**Q:** What is defined as a "significant departure from regular or established procedure or conditions," as described in section B point 7c, such that you would like us to file an incident report?

**A:** This would include, but is not limited to, emergency calls for service, collisions, injuries, maintenance or vehicle issues, etc.

**Q:** What database systems does the City approve of its Providers using? (B.12).

**A:** The City is not requiring any particular database system. However, Providers should at minimum use a database system that is regularly available to the City (such as Excel Spreadsheets) or that can be easily shared in an organized format.

**Q:** What should a cost-proposal look like in the final submitted proposal?

**A:** Insofar as this question concerns the budget tracking requirement under section B(9)(c), that section requires the Selected Provider to regularly maintain records and information relating the Program's budget when it begins operating, it does not require that the Proposer submit a budget in their proposal. The minimum requirements of a proposal do not require submittal of a cost-proposal or budget. However, submission of a cost-proposal as a part of the Provider's project approach that outlines the expected funding from the City to operate the Providers approach is highly encouraged.

**Q:** What are all of the "federal, State, and local regulations for all services provided under this grant" as described in Section C point 14?

**A:** The requirement is listed to ensure that all Providers understand that the City would at all times require the selected provider to be compliant with all applicable regulations. It is the responsibility of the provider to ensure compliance with those regulations.

**Q:** Are there any possible liquidated damages?

**A:** The City is not anticipating the eventual contract resulting from the RFP to contain any liquidated damages provisions. However, if necessary, the City retains the right to negotiate any such contract clause if it deems necessary.

**Q:** As a part of the proposal, will the city need drafts of the proposed program budget, job descriptions, or organizational chart mentioned in Section B points 9c, e, and f?

**A:** Drafts of the Provider's Organizational documents are a requirement of the proposal, which may include an organizational chart of the entity. Drafts of a proposed program budget would be encouraged as a part of the proposal. Job descriptions for each position is not necessary to meet the minimum content required for proposals.

**Q:** What specifically does the City require of the Provider's drug testing policy?

**A:** At minimum, the Provider's drug testing policy must conform with all relevant statutes and regulations regarding mandatory drug-testing policies. However, the City anticipates comparing the selected Provider's drug-testing policies with that of the similar policies that are required for CDL drivers.