

Addendum #1

The following are corrections for RFP # 2022-041VF, Disparity Study.

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The County will accept written questions concerning this RFP through **September 7, 2022**. All questions should be directed to deeo@erie.gov. The County will post responses to all written questions on the Erie County EEO website https://www3.erie.gov/eo/sites/www3.erie.gov/eo/files/2022-09/responses_to_rfp_2022-041vf.pdf/.

The proposals must be signed by an individual who is authorized to bind the Proposer to all commitments made in the proposal. The original and five (5) copies of the proposal, together with all attachments, must be submitted to the County in a sealed opaque envelope no later than 4:00 pm EST on **September 19, 2022**. In addition, the proposal must be submitted electronically in digital form (.pdf) to deeo@erie.gov no later than 4:00 pm on **September 19, 2022**. *No telegraphic or facsimile proposals will be accepted.*

Proposals received after the stated date and time due will not be considered. The County is not under any obligation to return proposals. It is each Proposer's responsibility to carefully review all the requirements of this RFP, including the scope of work, the specifications, and terms and conditions. It is further the Proposer's responsibility to ask questions, request clarifications, or otherwise advise the County if any language, specifications, or requirements of this RFP appear to be ambiguous, contradictory, or to inadvertently restrict or limit the vendors that could meet the requirements of this RFP to a single source.

The County is under no obligation to respond to any question, inquiry, or assertion that is not received in writing. Violation of these provisions may result in immediate disqualification.

Proposers will submit all proposals and direct all responses, questions, and any other communications to the following authorized contact person:

**Mr. James Blackwell, Director
Erie County Office Equal Employment Opportunity
95 Franklin Street, Room 931
Buffalo, New York 14202
Telephone: (716) 858-7542
deeo@erie.gov**

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VIII. EVALUATION CRITERIA INFORMATION

Proposal elements, as described above, will be reviewed and evaluated for completeness and responsiveness according to pre-determined standards and selection criteria. The County will consider any other relevant factors as determined by the selection committee.

Proposals will be deemed responsive only if the Proposer responds to and meets all of the requirements of this RFP. Proposers may be invited for interviews to discuss project requirements and proposal elements in more detail should the selection committee request such. The County reserves the right to award all or any part of this project, waive any technical irregularities or omissions, or cancel this RFP and solicit new

proposals if, in the County's sole judgment, the best interests of the County will be served. The selection committee will evaluate each proposal and use the following for scoring each submission:

Firm Experience and Qualifications 20 Percent (20%)

Staff Experience and Qualifications 10 Percent (10%)

Project Plan and Approach 30 Percent (30%)

Prior Public Sector Experience 10 Percent (10%)

Overall Cost Proposal and Budget 20 Percent (20%)

Percentage of M/WBE Participation 5 Percent (5%)

Organization and Scheduling 5 Percent (5%)