



## **ADDENDUM # 2 SOLICITATION RFP 2020-33**

### **Marketing Services for Don Ryan Center for Innovation**

The Don Ryan Center for Innovation is a governmental non-profit entity which must fully comply with government procurement regulations.

In accordance with the Town of Bluffton Procurement Policy and Procedure Manual, Section 6.12, a Request for Proposal may be cancelled or any or all bids rejected when there is insufficient competition. There were multiple bids received under this solicitation, but only one was compliant with requirements, thereby rendering the solicitation without sufficient competition.

In lieu of cancelling this solicitation outright, the Town is publishing this addendum to provide guidance on common defects and to extend the time to submit. All bidders will have an opportunity to resubmit in accordance with the schedule below.

All contents of this addendum shall be incorporated into the solicitation documents and the ensuing contract with the awarded Contractor. It is the Contractor's responsibility to ensure their receipt of all addenda, and to clearly acknowledge all addenda on the signatory sheet.

#### **CLARIFICATIONS**

1. The bid sheet must be signed and must acknowledge all of the published addenda. The reason it is important to accurately list the number of addenda on the bid sheet is for bidders to demonstrate that they have accounted for any additions or changes to the solicitation in their bids. No change orders would be permitted for items addressed in an addendum.

This is the second addendum. If no additional addenda are published before the bid submittal deadline, bidders would acknowledge addenda numbers 1 through 2.

2. The RFP asked for case studies with references. This is how bidders demonstrate that they have successfully performed the same or similar tasks as those requested in the RFP. Bidders are asked to provide references so that the Town may validate those cited past performances. Bids which do not provide the requested information will not be awarded all of the evaluation points for that criteria.
3. The RFP requested a pricing schedule, not lump sum for 12 months. Bidders should be able to demonstrate their experience with the milestones set out in the RFP by estimating the level of effort to accomplish them. Provide a pricing table which lists the milestones, the hourly rate and job title of those working on that milestone, and the approximately number of hours to accomplish that milestone. The final column would therefore show the dollar total to accomplish the milestone and then a grand total for the first 12 months of the project. Please note that there will be no payment until services are received. The

Town of Bluffton and its non-profit, The Don Ryan Center, will pay invoices NET 30 after satisfactory receipt of services. The contract is attached to the solicitation.

4. The RFP asked for key performance indicators from the past performance case studies. Quote the metrics and measures that made those case studies successful.
5. Bids must be received hard copy with electronic version on a thumb drive. Late bids will not be accepted. Emailed bids will not be accepted, particularly in MS Word, which could be manipulated thereby compromising the integrity of the procurement process. See the revised submission deadline below for delivery to the Town of Bluffton Customer Service counter.
6. Communicate only with personnel designated in the RFP. As noted in the RFP and on each addendum, communicating with any Town (or DRCI) personnel other than those so designated in the RFP may result in your bid being rejected. This ensures that all bidders receive the same information at the same time, and that any evaluators of the bids are not unduly influenced.

#### **REVISED SCHEDULE**

If a bidder desires to provide an updated bid package, it must be received at the Town of Bluffton Customer Service counter no later than:

**Tuesday, February 4, 2020 at 2:30 pm.**

The public opening will be held at 2:35 pm.

Oral presentations will be scheduled on February 5 and 6, 2020.

**All prospective Respondents are reminded and hereby instructed not to contact any member of the Town of Bluffton Council, Town Manager or Town of Bluffton staff members, other than the noted contact person OR the Town's Procurement Administrator regarding this solicitation or their response at any time during the solicitation and award process. Any such contact may be cause for rejection of your submittal.**