

Addendum 1 – Strategic Communication Services

Deadline for submission

The new deadline for submissions is Monday, 2 July 2018 at 3:00pm Eastern.

Liability Insurance

Page 6 of JAUNT’s RFP notes “Evidence of Professional Liability Insurance and stating the coverage limits” but does not set specific coverage amounts.

Pricing

Offerors shall identify all staff positions by person and **actual** hourly rates (base rate, overhead, and profit listed separately along with the total rate). Rates cannot be based on a cost plus percentage of cost. Transportation costs, travel, and per diem rates must not be included in determining the fixed billable hourly rates. Proposals must provide for a diversity of team members and hourly rates, given the varied nature of the potential work assignments under this contract.

Labor Category & Name	Direct Actual Hourly Rate	Overhead Rate	Profit	Total Fixed Rate
Project Manager – John Doe	\$115	\$45	\$20	\$180

Direct Actual Hourly Rate, Overhead Rate, and Profit are considered proprietary and will not be shared.

Reimbursement for travel (mileage, meals, or lodging) and non-salary direct costs are not allowed, unless approved in writing, in advance. In those cases where travel allowance and non-salary direct costs are authorized, reimbursement shall be in accordance with the Commonwealth’s Travel Guidelines in effect at the time of travel. The Travel Guidelines can be found on the Virginia Department of Accounts website at:

https://www.doa.virginia.gov/reference/CAPP/CAPP_Topics_Cardinal/20335-2015-Dec.pdf

Contract Type

JAUNT is not committed to either a task order or annual services contract. JAUNT therefore request offerors present which contract type their firm prefers to work with and explain why. Please explain, with examples, the best approach for your firm; describe how projects are approached internally and presented to customers.

JAUNT is more interested in how the firm pulls together their team to complete projects on time and efficiently.

JAUNT does expect to spend a minimum of \$70,000 the first year of the contract.