

Missouri Department of Transportation  
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## ADDENDUM 001 Request for Proposal Relocation Services RFP 6-130910LK

Offerors should acknowledge receipt of Addendum 001 (ONE) by signing and including it with the original proposal. The due date for receipt of proposal **has not** changed by this Addendum. Accordingly, the following clarifications, and or additional information, are believed to be of general interest to all potential Offerors. All other terms and conditions remain unchanged and in full force.

Name and Title of Signer (Print or type)	Name and Title of Department Authority  Leann Kottwitz, CPPB General Services Senior Specialist
Contractor/Offeror Signature    (Signature of person authorized to sign)	Department of Transportation  <i>Leann Kottwitz</i>  (Authorizing Signature)
Date Signed:	Date Signed: 09/03/2013

### Question:

Referencing Section titled "Introduction," Page #3 states the proposals to be submitted via "mailed in a sealed envelope to Ms. Leann Kottwitz, Missouri Department of Transportation, Post Office Box 270. Jefferson City, Missouri 65102, or hand-delivered in a sealed envelope to the General Services Procurement Office in the Highway and Transportation Building at 830 MoDOT Drive, Jefferson City, Missouri 65019."

**Mail sent to Post Office Boxes cannot be overnighted. Contractor is asking if, in order to confirm delivery of the mailed proposal package through an overnight carrier, will agency allow delivery to a street address?**



**Response:**

You can use FedEx or UPS for example and they will deliver to the 830 MoDOT Drive address listed above.

**Question:**

Contractor is requesting address for overnight delivery if agency accepts overnight delivery in addition to delivery to the Post Office Box and hand delivery.

**Response:**

See response above.

**Question:**

Contractor is requesting clarification on response requirements in terms of whether there are preferences for format, font usage, font type, size, page limitation, etc.

**Response:**

No there are not any requirements.

**Question:**

Exhibit B – Professional and Administrative Staff Exhibit B Form is requesting Previous Government Experience. As a third party administrator (TPA) relocation company, team members are experienced in administering the scope of services within government relocation contracts however, may not have been Government employees.

Contractor is requesting clarification if the evaluation process includes rating if the professional and administrative staff has been previously employed by the government?

**Response:**

Not previously employed with government but rather previous experience in working with a government agency.

**Question:**

Exhibit B – Professional and Administrative Staff - Exhibit B Form is requesting three (3) references for each individual who is to be on the team. As a requirement of hiring all applicants has undergone background investigations and references checked at that time. All employees are staff employees.

Service models may not include administrative and all professional staff to interact with external personnel.

Client references are provided as a requirement of Section 4 – Proposal Submission Information (B) Required Elements of Proposal (page 15).

Contractor is requesting clarification if agency is requesting business or personal references and if a confirming statement that all proposed team members have had business and personal references verified as a condition of employment will satisfy this requirement?

**Response:**

Business references. We want the information as requested.

**Question:**

Section (2): Scope of Work – (C) – Optional Services – Section (5) Price Page, page # 20. There are a limited number of lines for listing Optional Services and corresponding Service Fees.

Contractor is requesting if agency will accept an additional page to Price Page if not enough lines for Optional Services?

**Response:**

Yes that is fine.

**Question:**

Exhibit E - B. Buyer Value Option Services #2 States: "If a Home is marketed for 365 days and no third party purchases the Home, if approved by the Commission, Contractor will establish the Appraised Value of the Home, purchase the Home from the Employee at the Appraised Value price and take the Home into its inventory for which the Commission agrees to pay the inventory fee after 120-day period."

Exhibit D – Personnel Policy Manual, Section 1 – General # 8, page 4 of 13, states: "Homeowners Must complete the sale of their old home and purchase of their new home within 12 months of the effective date of transfer to be eligible to receive services and reimbursements associated with the sale or purchase of homes".

Contractor is requesting agency please clarify timeline.

**Response:**

One year (or 365 days) to complete relocation.

**Question:**

Contractor is requesting clarification if Commission authorizes appraised value after marketing as BVO for 365 days, and an appraised value offer is given, is the guaranteed offer period to the employee 120 days?

**Response:**

Yes, but only if commission approves.

**Question:**

Contractor is requesting clarification if Commission authorizes appraised value after marketing for 365 days and an appraised value offer is given, is an amended value sale option available during the 120 marketing after the appraised value offer is given to the employee?

**Response:**

No

**Question:**

Contractor is requesting clarification if the agency will accept Added Value Alternative Options to services described within Section 2 (Scope of Work)?

**Response:**

No

**Question:**

Exhibit C – Relocation Data – states FY 2010 Zero BVO; 2011 states 21 employees selling through BVO. Moving Expenses table references \$5,593 for BVO fees in FY 2010 and \$0 BVO fees for 2011. Additionally FY 2012 and 2013 reference BVO fees at \$165,198 and \$130,460 respectively.

In order to completing pricing grid correctly, Contractor is requesting clarification as to what constitutes BVO fees?

**Response:**

A charge/fee for providing buyer value option services.

**Question:**

Contractor is requesting if agency will provide number of homeowners who are offered relocation benefits?

**Response:**

Homeowners offered benefits - 2010 - 0, 2011 -33, 2012- 21, 2013 year to date August 8. A reminder, that 2011 and 2012 were abnormally high due to department reorganization. These levels should not be anticipated in future years.

**Question:**

Exhibit C – Relocation Program Data – Moving Expenses - Contractor is requesting clarification if expenses include entire population of relocating employees, all homeowners or only those homeowners who utilized the BVO program through the Third Party Administrator (TPA)?

**Response:**

Only those expenses related to who used BVO process.

**Question:**

Contractor is requesting clarification as to what is average weight of Household Goods moves through Third Party Administrator (TPA).

**Response:**

Estimated around 11,500 lbs.

**Question:**

Contractor is requesting if all relocations are Intrastate, within Missouri?

**Response:**

Yes, but possibly could have a case (very infrequently) where we have an out of state move.

**Question:**

Section (5) Price Page (a) Fee Schedule, page 20 – Carrying Costs: Carrying costs will vary with each acquisition, based on the particulars and price point of the property.

Contractor is requesting clarification regarding Carrying Costs, is agency is requesting an estimated dollar amount per move based on an assumption of percentage of the total costs and if so, please clarify if we should utilize the \$155,476, estimated average price of BVO homes and factor for 30 days in calculation of carrying costs for BVO services?

**Response:**

Yes, the estimated dollar amount per move is fine and yes you could use the estimated average cost of BVO home with a factor of 30 days.