

**REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSOQ)
ILAB LEAN PROCESS IMPROVEMENT KAIZEN FACILITATION
FOR THE CITY OF STOCKTON, CALIFORNIA
(PUR 21-035)**

ADDENDUM No. 1

DATE: 1/20/21

To All Potential Proponents:

A. This Addendum shall be considered part of the proposal documents for the above-mentioned project as though it had been issued at the same time and shall be incorporated integrally therewith. Where provisions of the following supplementary data differ from those of the original Solicitation documents, this Addendum shall govern and take precedence. PROPONENTS MUST SIGN THE ADDENDUM AND SUBMIT IT WITH THEIR STATEMENT OF QUALIFICATION RESPONSE.

B. Proponents are hereby notified that they shall make any necessary adjustments in their estimates as a result of this Addendum. It will be construed that each Proponent's Statement of Qualification response is submitted with full knowledge of all modifications and supplemental data specified herein.

PLEASE NOTE THE FOLLOWING CLARIFICATIONS AND QUESTION AND ANSWERS TO (PUR 21-035).

QUESTIONS:

1. The requirements for references listed in the Submittal Requirements, SOQ Format specifies "a list of three (3) California clients." What if the Proponent's firm has clients in other states such as Ohio, Texas, etc.?

Proponents can provide references from non-California clients, however any and all California client references up to three (3) should be provided before offering client references from other states.

2. Will the Proponent's firm be considered equally with references from states other than California?

Proponents will be considered equally regardless of reference locations.

3. The SOQ Format specifies a fee schedule. Section 6.15 (Award) states that "selected firms will be asked to submit a fee proposal specifying the cost per task, the hourly rates for specific classifications of employees, subcontractors, and/or services to be provided." It sounds like fee proposal are not needed until the firms have been selected. What is expected of proponents in their SOQ regarding the fee schedule?

Once the top Proponents are qualified, they will be asked to provide pricing to the City. Once reviewed the City will be in a position to negotiate the price with the Proponent.

The Proponent can indicate in their SOQ response that pricing will be submitted upon request from the City's Procurement Department.

4. Our firm works with many public sector entities that request “Not to Exceed” fee structures. We typically provide a fee schedule with a range including a minimum fee along with a “not to exceed” fee for a Kaizen event (workshop) covering the scope of work in this SOQ. Would a typical range for this scope of work be acceptable in the SOQ?

No Pricing is to be submitted at the time of submission of the SOQ. Please refer to answer in question number 3.

PROPONENT MUST ACKNOWLEDGE THIS ADDENDUM BY SIGNING BELOW AND ATTACHING THE SIGNED ADDENDUM TO THE STATEMENT OF QUALIFICATION RESPONSE:

Company Name _____

Contact Person _____

Signature _____

Date _____

Statement of Qualifications Due – Promptly by 2:00 P.M., Thursday, January 27, 2022, at the City Clerk’s Office.

-----City of Stockton Use Only below this line-----

Addendum acknowledged and signed? _____ (Procurement Specialist’s initials)