

**REQUEST FOR PROPOSAL (RFP)  
AFTER ACTION REPORTS – COVID & STORM  
FOR THE CITY OF STOCKTON, CALIFORNIA  
(PUR 23-024)**

ADDENDUM No. 2

DATE: 03/31/2023

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 proposal documents, this Addendum shall govern and take precedence. PROPONENTS MUST SIGN THE ADDENDUM AND SUBMIT IT WITH THEIR PROPOSALS.**

**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 Proposal is submitted with full knowledge of all modifications and supplemental data specified herein.**

**PLEASE NOTE THE FOLLOWING QUESTIONS/ANSWERS/CHANGES TO (PUR 23-024). THE CITY'S RESPONSES TO QUESTIONS SUBMITTED ARE IN BLUE**

**Questions & Answers**

1. From the Notice inviting proposals: On page 3 of the RFP, the City states, "Each Proponent must be licensed in accordance with applicable California State Law." Would the City please state what licenses would be applicable to firms and/or staff performing work on this contract?  
[Proponents must coordinate directly with the State of California to ensure they meet all applicable licensure requirements to execute the Scope of Services outlined in the RFP. A City of Stockton Business license may be required for this project. Proponents may contact the City of Stockton Business License Division at \(209\) 937-8313 for additional information.](#)
2. 4.0 PROPOSAL GUIDELINES, CONTENT AND FORMAT: On page 7 of the RFP, the City states, "The original proposal must have wet ink signatures. Modification to a proposal after the proposal submittal deadline will not be accepted by the City." Given that the City has elsewhere indicated that the proposal is to be submitted electronically, would DocuSign be an acceptable means of providing signatures?  
[Yes. However, the only exception would be the notarized affidavit, which can be scanned and sent electronically.](#)
3. Have you determined a budget for the project? If so, can you share it and the funding source?  
[Currently, this project is designated to be funded through the General Fund. The budget for this project may vary based on the breadth of each After Action Report. Proponents may provide tiered pricing for varying intensities of each After Action Report.](#)
4. Can you estimate the number of people who were involved in the incident and would be involved in the AAR process?  
[There are approximately 20-25 people involved with the City's Emergency Operations Center \(EOC\).](#)

5. Is the timeline for the project fixed at 12 months?

No. The California Code of Regulations (Tit. 19, §2450) requires any city, city and county, or county declaring a local emergency for which the governor proclaims a state of emergency, and any state agency responding to that emergency, to complete and transmit an after action report to Cal OES within ninety (90) days of the close of the incident period as specified in California Code of Regulations, Title 19, § 2900(p).

**PROPONENT MUST ACKNOWLEDGE THIS ADDENDUM BY SIGNING BELOW AND ATTACHING THE SIGNED ADDENDUM TO THE PROPOSAL:**

Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Proposals Due** – Promptly by 2:00 P.M., Thursday, April 6, 2023, at the City Clerk’s Office.

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

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