



**ROCKFORD BOARD OF EDUCATION
REQUEST FOR QUALIFICATIONS ON SUPPLIES, MATERIALS, EQUIPMENT OR
SERVICES FOR SCHOOL DISTRICT NO. 205
ROCKFORD, ILLINOIS**

RFQ No. **24-02 Demographer Services**

DATE: **July 20, 2023**

RE: **ADDENDUM NO. 1**

To All Bidders:

Included are modifications, clarifications and/or corrections for the Project Manual and are hereby made a part of the contract documents. Please attach this addendum to the Project Manual(s) in your possession. Please note the receipt of this addendum on the bid form. Bidders shall review changes to all portions of this work as changes to one portion may affect the work of another.

If you plan to hand deliver your RFQ submission on the due date, please note you must check in on the 1st floor prior to coming to the bid opening. Please allow time for this as late submission will not be accepted.

Refer all questions relative to the business aspect, Instructions to Bidders, Special Conditions, and questions concerning the technical aspect of the documents to the Director of Purchasing by email at purchasingdeptstaff@rps205.com.

CLARIFICATIONS

This addendum includes requests for information (RFI) to date and corresponding answers.

ROCKFORD BOARD OF EDUCATION

By: Dane Youngblood
Director of Purchasing

CLARIFICATIONS

Below are requests for information (RFI) to date and corresponding answers.

- 1) The Hold Harmless Agreement is included in the RFQ document but isn't on the list of required forms. Does this form have to be submitted with the proposal?
 - a) Yes.

- 2) Do businesses have to be registered in Illinois in order to submit a proposal, or can that be completed upon award of the contract? We have completed work for another school district in Illinois, but they didn't require that we register in Illinois.
 - a) No, but the business must register if awarded the work.

- 3) Regarding the employee background checks in the Certified Clear Employee List, do those have to be completed since this work would not involve direct contact with students? If they do need to be completed, can they be completed upon award of the contract, and could we indicate that on the form?
 - a) Anyone who may be on District property must be background checked. You may complete those upon award of the contract and will need to note that on the form with your submission.

- 4) The RFQ requires that a Price Sheet (Bid Offer Form) be submitted. There is an RFQ Offer Form included at the end of the RFQ, but it is not listed on the list of forms in this portal nor does it include price information. Are these different forms? If not, does the RFQ Offer form have to be submitted, and how do we get access to the Price Sheet? If they are the same form, what pricing information should be included?
 - a) We use templates to build our bid documents and RFP and RFQ sometimes are used interchangeably. The RFQ Offer Form is located on the second to last page of the RFQ document and is the second file from the top on Bonfire. Pricing is not required with your submissions, but the portion of the form we are having you fill out has your company contact information and references on it. It is typically the second page of the offer form but in this case is the entire offer form.