Addendum #1: Submitted Questions and Responses

**Question #1:** What is MPRB's estimated budget for the procurement consultant's services to be performed as described in this RFQ?

**Answer #1:** We are estimating a budget of $75,000-$150,000

**Question #2:** What is MPRB's targeted go live date for the EAM software?

**Answer #2:** We are hoping that the chosen consultant will be able to assist in establishing the EAM selection and 'go live' timeline but we are targeting the Fall 23’ as the EAM ‘go live’ date.

**Question #3:** Within the "Proposal Requirements, item 4, Cost": If the proposer is proposing a fixed fee / lump sum cost structure for each of the service categories, is the itemized cost component breakdown still required?

**Answer #3:** Please provide a cost for each of the five service categories. The overall/lump sum cost should be the total of all the service category costs.

**Question #4:** Is there an information session/education meeting on this or only the information on the website?

**Answer #4:** There is no plan for an information session/education meeting for this RFQ. All the information for the RFQ can be found in the original RFQ + addendums posted on the MPRB website.

**Question #5:** Do you have any example submission so that we can see the format and etc…?

**Answer #5:** We do not have example submissions. Please refer to the RFQ for any specific submission requirement.

**Question #6:** Can MPRB clarify whether the Owner Advisor role is the same as the Project Advocate role or if those are two distinct roles?

**Answer #6:** Yes, the Owner Advisor and Project Advocate are the same role. When reviewing the RFQ please view these terms as interchangeable.
**Question #7:** Can MPRB provide additional information regarding the expected roles and responsibilities of the Owner Advisor/Project Advocate role?

Answer #7: The expectation of this role is that it provides higher level direction and vision to the project. This role will help establish and maintain MPRB’s overall vision for the RFP. This role will be responsible for ensuring that the high level objectives/vision of MPRB is being accomplished throughout the RFP process.

**Question #8:** Is MPRB open to having additional resources proposed in addition to the three roles defined in the RFQ, or are respondents limited to only naming three resources?

Answer #8: Yes, MPRB is open to additional resources being proposed. Any additional resources must be kept within the page limits established in the RFQ.

**Question #9:** Can MPRB provide additional information on the rationale for requiring these three specific roles (Project Manager, Owner Advisor/Project Advocate, and Technical Lead) and why staff would not be permitted to participate in a potential interview?

Answer #9: The purpose of these positions is to ensure that the selected consultant is providing the staff/resources MPRB has determined as necessary for a successful project. In your submittal you are open to interpret these positions and their exact roles in the way that you think would be most successful for the project.

We are seeking to interview the staff who will be directly working on the project for MPRB. By only including these three roles within the interview process we are hoping to get the most accurate information on the teams approach to the project.

**Question #10:** Does MPRB have a budget for this project, and if so, would MPRB share the budget with proposers

Answer #10: Please see Question #1.

**Question #11:** May proposers submit additional information, such as a firm overview, firm experience, methodologies, or project approach?

Answer #11: Please follow the guidelines laid out in the RFQ for under the proposal requirements section. MPRB will be using the Interview section of the process to get further information on methodologies and project approach of the submitting firms.
Question #12: May proposers submit full resumes in an appendix, and will a page limit apply?

Answer #12: Please follow the guidelines laid out in the RFQ for under the proposal requirements section. Additional information submitted in an appendix will not be considered. MPRB will be using the Interview section of the process to gain clarification/additional information on proposer's experience and approach.