



# City of Doral

## RFP No. 2022-15 – Media Monitoring Services

### Addendum No. 1

**Below are questions/ clarifications that were received regarding this project as well as the City's responses. This Addendum is and does become a part of the above-mentioned solicitation. This addendum is issued to modify the subject solicitation as follows:**

1. Is there a budget for these services that you can share?
  - Estimated \$15,000 annually.
2. Are all services listed (such as translation) absolute requirements?
  - We do require that media coverage be tracked in other languages. If an article is in Spanish, we do NOT need it to be translated to Spanish, but we do need that article to be captured by the system in its language.
3. Licensing (Section 2, pg. 13, 2.3): Will provide clarity on license(s)/certification(s)? The RFP notes providing copies at time of award and then with the proposal submission.
  - This request is not applicable to this project.
4. Submittal Format (Section 3, pg. 23): Will you provide clarity/examples regarding TAB 4? It is unclear what a potential respondent should provide.
  - Please disregard Tab 4.
5. Conflict of Interest Disclosure Form (Section 4, pg. 30): Are subcontractors required to complete this form too as part of a complete and responsive proposal?
  - No.
6. RFP Reference Survey (Section 4, pg. 31): Will you provide more clarity on bidder expectations with this form. For example, is the bidder supposed to have references complete them and send them to the noted procurement address no later than June 17<sup>th</sup>? Or is the bidder supposed to include the completed reference forms with the proposal response?
  - The bidder shall have the references complete and email the reference survey form directly to [Procurement@cityofdoral.com](mailto:Procurement@cityofdoral.com).
7. Statement of No Response (Section 5, pg. 33): Please confirm that we only need to submit this form if we are not responding to this RFP No. 2022-15.
  - Correct.
8. IRS Form W-9 Request for Taxpayer Identification Number and Certification (Section 5, pg. 32): Please confirm you require a copy of the contractor and any subcontractor's W-9 for a complete and responsive proposal?
  - We only require the W-9 for the contractor submitting proposal.
9. P. 55- Does the RFP contain a bond requirement? While there is a reference to one on page 55, we are unable to locate any specifics about any possible bond requirement(s).
  - No bond requirement.

10. P. 57-58- When/what date would the Proposer be expected to have added the City of Doral as an additional insured?

- At the time of contract negotiation/ execution.