

US EPA ARCHIVE DOCUMENT

RFP #H-040-08
Addendum Document #3
Delivery of Environmental Management System (EMS) Services for the Dairy Sector
Changes to RFP Text

The text of the RFP document will be changed to reflect a revision to Section 7.1 allowing monthly payments. The text of this section is being update to reflect the strikeouts and insertions as indicated below.

7.1 Payment requirements

Payments will be made following the state's standard net 30 payment terms, except as noted below, based on the vendor's submission of monthly invoices and progress reports at the conclusion of each quarterly contract period and based on a final invoice with the delivery of the final report. The quarterly contract periods for report submission will end on the following dates unless the contractor requests different dates and DNR provides written approval for the alternate dates:

- June 30, 2008
- September 30, 2008
- December 30, 2008
- March 31, 2009
- June 30, 2009
- September 30, 2009
- December 30, 2009

Each progress report must detail the work satisfactorily accomplished during the contract period in question as outlined in Deliverable 1a above. Each monthly invoice must clearly show the services being billed and the appropriate hourly rates and hours of effort for each team member classification along with the expenses and overhead charges which apply for the month in question. All invoices should also include a breakdown of the invoice total by project objective as detailed in section 5.1 above. All payments will be authorized based on the hourly rates and the detailed cost breakdown stated in the cost proposal. Satisfactory accomplishments will be based on the project work plan presented in the proposal.

DNR will withhold from each invoice payment 10% of the total amount specified on each respective invoice. Payment of this final 10% will be made upon the state's review and acceptance of the final report submission, as required by Deliverable 1b in Section 5.1 and upon the submission of a final invoice that details the work between the last quarterly report and the final report submission and that details the holdback amounts to be paid. An outline of the final report must be submitted by February 1, 2010. The final report must be submitted by April 30, 2010. In the event the state identifies deficiencies in the final report, the state will provide written documentation of the deficiencies by May 31, 2010. The contractor must then submit an improved final report by June 30, 2010 to obtain final payment.

In no event will the agency pay more than the total project amount stated in the original proposal.