

**Public Benefits Fee Administrator for
the Public Utilities Commission
RFP-PUC-25-02
Amendment #1**

In summary, Amendment #1 modifies the current RFP Document for RFP-PUC-25-02 in the following sections:

- 1. Section 1.4** – correcting year on BAFO and Provider selection and award dates
- 2. Section 2.9.8** – clarifying language regarding Triennial Plan by adding an additional sentence
- 3. Section 3.14** - affirming nine main sub-sections in Background, Organizational, and Management Capability
- 4. Sections 3.14.8** - adding clarifying language regarding physical location of proposed personnel
- 5. Section 3.14.9** - revising number of client references
- 6. Sections 3.16** – clarifying reporting requirements between State-based and mainland-based staff hours.

Details of the modifications made in Amendment #1 are listed below. New or revised language is noted and underlined:

- 1. Section 1.4** (page 10): RFP Schedule and Significant Dates, page 10, correcting year:
 - Best and Final Offers (BAFOs) due – Monday January 13, 2025
 - Provider selection and award – On or around January 27, 2025

- 2. Section 2.9.8** (page 29): Reports and Deliverables, Triennial Plan subsection, in the last paragraph adding this additional sentence:

“Completing this process prior to the start of PY25 may require a flexible approach, such as developing one-year plan initially with a full triennial plan prepared, reviewed, and approved during PY25.”

- 3. Section 3.14** (page 46-47): Adding Other Desired Offeror Skills and Experience to 3.14 Offeror Background, Organizational and Management Capability. Section 3.14 now consist of nine (9) items in the following order:

1. Offeror Background;

2. Financial Stability and Financial Commitment;
3. Offeror Performance;
4. Offeror Demonstrated Competence and Experience;
5. Other Desired Offeror Skills and Experience;
6. Offeror Unique Assets;
7. Qualifications of Key Personnel;
8. Offeror Management and Organization; and
9. Client References.”

4. Section 3.14.8 (page 50): Offeror Management and Organization

First line is revised to: “The Offeror Management and Organization section shall include organizational charts of proposed personnel, including their job titles, ~~and responsibilities, and physical location.~~”

#2 is revised in The Offeror Management and Organization section must:

2. Identify all organizational team members, both the prime contractor and any known subcontractors, including the physical location (in State or on the mainland) of each team member/role;

5. Section 3.14.9 (page 51): Client References first paragraph is revised to:

The Offeror must include four (4) references for the Offeror’s proposed key personnel and two (2) per subcontractors. Such subcontractors and references must have experience with the projects that were similar in their nature, size, and scope of work to the work described in this RFP. Offerors must list at least four (4) projects that were similar in their nature, size, and/or scope of work to the work described in this RFP, including one (1) reference for each project. Offerors must include a short description of each project, the name of the project manager(s), and other staff members that were assigned and their role(s) on the project. Key personnel proposed on this project must be represented on at least two (2) of these projects; otherwise, additional references for the key personnel must be included (a minimum of at least two references for each key personnel listed on this proposal).

6. Section 3.16 (page 55-56): Budget and Cost Proposal, #2b. is revised to:

b. Specified labor hours for prime contractor staff, and sub-contractor staff, if any, including a breakdown of the hours of in State-based and mainland-based staff;