**RFP-23-802**

**Technical Support For Energy Assessments**

**Addendum 01**

**April 25, 2024**

**Note:** Added language appears in **bold underline**, and deleted language appears in [~~strikethrough~~] and within square brackets.

The purpose of this addendum is to make the following revision to the Application Manual.

Page 25 of the Solicitation Manual:

**Cost Criteria**

**Total Expected Labor Costs (25/30 Cost Points)**

**Step 1**

**Calculate each *Individual’s Loaded Hourly Rate* = DL + FB + Indirect + Profit (Separately for the Prime and each Subcontractor).  This is documented on Attachment 7a in each workbook.**

**Step 2**

**The Bidder (Prime Contractor) will complete the Attachment 7b of the budget workbook.  This form will calculate the Total Expected Labor Costs portion of the cost criteria.**

**Total Expected Labor Cost Points:**

**Lowest Proposal Total Expected Labor Cost = 100% of total possible points for this criteria**

**All other proposals get a lower percentage of the possible points based on how close their proposal Total Expected Labor Cost is to the lowest proposal Total Expected Labor Cost as follows:**

**Lowest Proposal Total Expected Labor Cost / Other Proposal Total Expected Labor Cost = Other Proposal % of Possible Points**

**Example:**

**Proposal A Total Expected Labor Cost: $85,347; Proposal B Total Expected Labor Cost: $90,242; Proposal C Total Expected Labor Cost: $87,249.**

**Proposal A: Lowest Proposal Total Expected Labor Cost = 100% possible points**

**Proposal B: $85,347/$90,242 = 94.57% possible points**

**Proposal C: $85,347/$87,249= 97.82% possible points**

**Points Allocation (30 possible points):**

**Proposal A: 100% possible points = 30 points**

**Proposal B: 94.57% possible points = 28.37 points**

**Proposal C: 97.82% possible points = 29.35 points**

**Brad Worster**

**Commission Agreement Officer**