

Information to be included in all Legislation authorizing Entering into Contracts:

The names of all companies bidding or submitting an RFP or RFSQ
See attached file “RFSQ summary of submittal.xls”

The location by City and State of all companies bidding or submitting an RFP or RFSQ
See attached file “RFSQ summary of submittal.xls”

The status, Majority, MBE or FBE, of all companies bidding or submitting an RFP or RFSQ
See attached file “MBE-FBE Participation for RFSQ for HCWP DBR.xls”

A full description of all work to be performed including a full description of work to be performed during any known phasing of the contract.
See attached file “HCWP Scope of Services final draft”.

A narrative timeline for the contract including a beginning date, beginning and ending dates for known phases of the contract and a projected ending date.
See attached file “HCWP_Schedule.pdf”

An estimate of the full estimated cost of the Contract including a separate estimate of any and all phases or proposed future contract modifications.
See attached file “Final Cost Summary Rev2.pdf”.

Information to be included in all Legislation Modifying Contracts:

The names of all companies bidding or submitting an RFP or RFSQ for the original contract.

The location by City and State of all companies bidding or submitting an RFP or RFSQ for the original contract.

The status, Majority, MBE, FBE, of all companies bidding or submitting an RFP or RFSQ for the original contract.

The name and location of the firm awarded the original contract and the Contract Number.

A description of work performed to date as part of the contract and a full description of work to be performed during any future phasing of the contract.

An updated contract timeline to contract completion.

A description of any and all modifications to date including the amounts of each modification and the Contract Number associated with any modification to date. (List each modification separately)

A full description of the work to be performed as part of the proposed contract modification. (Indicating the work to be a logical extension of the contract is not sufficient explanation)

If the contract modification was not anticipated and explained in the original contract legislation a full explanation as to the reasons the work could not have been anticipated is required. (Changed or field conditions is not sufficient explanation. Describe in full the changed conditions that require modification of the contract scope and amount.)

An explanation of why the work to be performed as part of the contract modification cannot be bid out. (Indicating the work to be a logical extension of the contract is not sufficient explanation)

A cost summary to include the original contract amount, the cost of each modification to date (List each modification separately), the cost of the modification being requested in the legislation, the estimated cost of any future known modifications and a total estimate of the contract cost.

Note: The Contract should be considered to include any and all work that is anticipated to be awarded to the company awarded the original contract throughout the contract/project timeline. This includes the original contract and any and all future anticipated modifications to the contract to complete the contract/project.

4/28/05