

**REQUEST FOR PROPOSAL
For Dependent Eligibility Verification (DEV)
Audit Services for LAwell Program**

ADDENDUM 1 – August 20, 2025

This addendum serves to clarify and correct the application of the City's Business Inclusion Program (BIP) requirements as follows:

1. Section 1.1. Definitions of Terms

The following defined terms shall be added to the "Definitions of Terms":

- **"BIP"** will mean Business Inclusion Outreach Program
- **"Prime"** will mean the individual, partnership, corporation or other entity who is seeking to enter a contract award and which will be required to perform outreach to identified "Subs" (or subcontractors) through the City's Business Inclusion Outreach Program requirements.
- **"Sub"** or "Subcontractor" will mean an individual, partnership, corporation or other entity who cannot perform the full scope of work but can perform a portion of the scope of work.

2. Section 3.2.04 GENERAL CONTRACTING REQUIREMENTS – Required Documents Online

A new subsection **d.** shall be added to section 3.2.04.1.1, "**Required Documents to be Completed and Submitted Online at www.RAMPLA.org**", to clarify the online submission requirements of the BIP program. Section 3.2.04.1.1 d. shall read as follows:

d. Business Inclusion Program (BIP) Outreach.

The BIP requirements of a prime contractor include required Actions to be Completed Online at www.RAMPLA.org.

It is the policy of the City to provide Minority Business Enterprise (MBE), Women Business Enterprise (WBE), Small Business Enterprise (SBE), Emerging Business Enterprise (EBE), Disabled Veteran Business Enterprise (DVBE), and all Other Business Enterprise (OBE) concerns an equal opportunity to participate in the performance of all City contracts. Proposers will assist the City in implementing this policy by taking all reasonable steps to ensure that all available business enterprises, including MBEs, WBEs, SBEs, EBEs DVBEs and OBEs, have an equal opportunity to compete for, and participate in, City contracts. Equal opportunity will be determined by the Proposer's BIP outreach documentation, as described in Exhibit 8. Participation by MBEs, WBEs, SBEs, EBEs, DVBEs and OBEs may be in the form of subcontracting. BIP outreach must be performed on www.RAMPLA.org. A Proposer's failure to utilize and complete their BIP

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Outreach as described in Exhibit 8 will result in their proposal being deemed non-responsive and shall disqualify the proposal from further consideration in the evaluation process. The BIP outreach and submission of the BIP Summary Sheet must be completed on www.RAMPLA.org by the date and time identified in the solicitation schedule of this RFP. Please note that Schedule A of the BIP outreach is separate and must be submitted to the RFP Administrator by the proposal submission deadline (see RFP Section 3.2.04.1.2 **g** below).

3. Section 3.2.04 GENERAL CONTRACTING REQUIREMENTS – Required Documents To RFP ADMINISTRATOR

A new subsection **g.** shall be added to section 3.2.04.1.2, "**Required Documents to be Submitted To RFP Administrator**", to clarify the proposal submission requirements of the BIP program. Section 3.2.04.1.2 **g.** shall read as follows:

g. Business Inclusion Program (BIP) Schedule A – Exhibit 07.

Schedule A is required to be submitted even if a Proposer does not receive any responses from sub-contractors to its BIP outreach solicitation. The Schedule A form is NOT available and cannot be submitted electronically on www.RAMPLA.org where the outreach is conducted; a hardcopy, as provided in Exhibit 07, must be printed and submitted with applicable signatures by the proposal submission deadline.

4. Exhibit 07: Business Inclusion Program (BIP) Schedule A

A new exhibit is attached providing the Schedule A form which must be submitted as part of each prime proposers BIP requirements.

5. Exhibit 08: Business Inclusion Program (BIP) Walkthrough Manual

A new exhibit is attached providing step-by-step instructions of the BIP requirements.