

Issue Date: March 27, 2026

From: Jessica Lopez
Procurement and Contracts Coordinator, Palm Beach MPO

Re: Amendment No. 2 to RFP 2026-01 IT Services & Management

This Amendment issued is to revise the following for RFP 2026-01:

- Section 1.4 to revise the contract start date from 6/01/2026 to 7/1/2026
- Section 2.18 revise the Evaluation Criteria to include Price/Cost Proposal.
- Section 3.2 to include Customer References as a part of the proposal requirements and add Attachment E: Customer Reference Form
- Section 4 to include Attachment E: Customer Reference Form

Section 1.4:

Contract Start Date	06/01/2026 7/01/2026		
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Section 2.18:

Evaluation Criteria	Max Points
Experience and Qualifications - Project Manager's (PM) and staff/sub-consultant experience related to Scoped Services, ability to manage multiple team members, clients, and projects at any given time, and professional background.	35 <u>30</u>
Responsive to Scope / Project Approach - Understanding and responsiveness to the Scope of Services, and clarity and organization of the planning proposal.	35 <u>25</u>
Client Communication, References, and Responsiveness – Assessment of turnaround times, communication, and responsiveness from client references to gauge satisfaction and ability to meet expectations	10
Quality Control and Assurance – Proper processes, protocols, and assessment mechanisms are in place to provide quality control and assurance.	20 <u>15</u>
Cost/Price Proposal – Assessment of overall proposal costs and reasonableness for the <u>work to be performed as per the Technical Proposal</u>	<u>20</u>
Total	100



Section 3.2:

(3) Three Customer References with comparable requirements or similarly scoped managed services. The Customer Reference form has been uploaded to the website: <https://palmbeachmpo.org/business/>.

Section 4:

ATTACHMENT E – Customer Reference Form

The Customer Reference form has been uploaded to the website:

<https://palmbeachmpo.org/business/>.