**DELAWARE RIVER JOINT TOLL BRIDGE COMMISSION**
**ADMINISTRATION BUILDING**
**YARDLEY, PA 19067**

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ADDENDUM NO. 2

This **Addendum No. 2** gives additional information and modifies requirements in connection with RFP Contract No. C-798A and is hereby made a part of the RFP. This Addendum is to be signed by the Consultant, and Page AD2-1 is to be attached to the Proposal.

This Addendum, including pages AD2-1 through AD2-6 and the separately posted IBE documents identified herein, is hereby accepted and agreed that it shall become part of the RFP, Contract No. C-798A.

DATE: _____ _____

(VENDOR'S NAME)

_____

(SIGNATURE)

# ADDENDUM NO. 2

**Purpose**

The Delaware River Joint Toll Bridge Commission (DRJTBC) hereby issues this Addendum to revise the procurement schedule for vendor questions and responses; establish the Contract Compliance Program and Identified Business Enterprise (IBE) participation requirements applicable to Contract No. C-798A; identify the required IBE proposal documentation; add that documentation to the existing mandatory-evidence completeness review under PF-05; and identify the IBE program documents and forms issued with this Addendum.

No revised consolidated RFP will be posted. Vendors shall read the original RFP together with Addendum No. 1, this Addendum No. 2, and the documents issued with this Addendum. Where this Addendum modifies or supplements the original RFP, this Addendum controls.

**RFP MODIFICATIONS:**

**1. Amendment to RFP Section 2.2 – Procurement Timeline and Related Communication Rules**

The procurement schedule is amended as follows:

| Milestone | Previous Date | Revised Date |
|---|---|---|
| **Vendor Questions Due** | November 20, 2026 | **December 18, 2026** |
| **Responses to Questions Posted (Addendum)** | December 18, 2026 | **January 22, 2027** |
| **Proposal Submission Deadline** | February 26, 2027, by 2:00 PM local time | No change |

All references in the RFP to the November 20, 2026 deadline for written vendor questions are superseded by the revised December 18, 2026 deadline. Questions received after the revised deadline will not be answered unless the Commission later modifies the solicitation by formal addendum.

All references in the RFP to posting or distributing responses to vendor questions by December 18, 2026 are superseded by the revised January 22, 2027 date. Only written responses issued by DRJTBC as formal addenda are authoritative.

The Proposal Submission Deadline remains unchanged at February 26, 2027, by 2:00 PM local time.

**2. Addition of New RFP Section 21A – Contract Compliance Program and Identified Business Enterprise (IBE) Participation**

A new Section 21A is added immediately following Section 21 and before Section 22. The new Section 21A reads as follows:

**Section 21A: Contract Compliance Program and Identified Business Enterprise (IBE) Participation**

**21A.1 Applicability and Program Requirements**

The DRJTBC Contract Compliance Program applies to Commission contracts, subcontracts, purchase orders, consultant agreements, and services. The Program promotes and encourages participation by certified Minority, Women, Small, Disadvantaged, Disabled, and Veteran-owned businesses, collectively referred to as Identified Business Enterprises (IBEs), in contracting opportunities with the Commission.

By submitting a Proposal in response to this RFP, the Proposer agrees to comply with the applicable requirements of the Commission's Contract Compliance Program and to submit the required IBE Contract Compliance Plan and supporting documentation with its Proposal. The successful Proposer's approved IBE

commitments and applicable Contract Compliance Program requirements will be incorporated into the resulting Agreement with the Commission.

The requirements of this Section concern the Proposer's participation in the Commission's IBE Program for Contract C-798A. They are separate from the ERP functional requirements in Section 11 and Exhibit A concerning the proposed ERP solution's ability to track, administer, and report Contract Compliance and IBE/DBE information. The RFP separately evaluates the Proposer's IBE Participation as a specialist Technical Proposal evaluation factor.

**21A.2 IBE Participation Target**

The Commission is seeking a twenty-five percent (25%) IBE Participation Target for this Contract. Each Proposer shall identify the percentage of participation it proposes for certified IBE firms as part of its IBE Contract Compliance Plan.

The 25% IBE Participation Target is a target and not a prerequisite to submission of a Proposal. A Proposer that does not commit to meet or exceed the 25% target may satisfy the applicable Contract Compliance submission requirements through the Good Faith Efforts process described in Section 21A.4 and the applicable IBE Program documents.

For avoidance of doubt, the 25% IBE Participation Target is distinct from the 5.00% IBE Participation evaluation weight established in Section 22.8. The 25% figure represents the Commission's IBE participation target for the Contract. The 5.00% figure represents the weight assigned to IBE Participation within the Technical Proposal evaluation.

**21A.3 Compliance Plan I – Opt-In**

A Proposer that commits to meet or exceed the 25% IBE Participation Target shall select Compliance Plan I (Opt-In) and submit the applicable Contract Compliance documentation with its Proposal.

- Form A, IBE Compliance Plans – Consultant Certification and Summary;
- Form B, Letter of Intent – IBE Firms, completed and signed as required for each applicable proposed subconsultant/subcontractor and lower-tier participant;
- Applicable IBE certification documentation; and
- Other supporting documentation required by the applicable Commission IBE Program requirements.

Participation percentages shall be stated as exact percentages and shall not be expressed using approximate, "up to," "to be determined," or similar qualifying language. The IBE participation level accepted by the Commission will become part of the resulting contractual commitment.

**21A.4 Compliance Plan II – Good Faith Efforts**

A Proposer that does not commit to meet or exceed the 25% IBE Participation Target shall select Compliance Plan II (Good Faith Efforts) and provide documentation demonstrating its efforts to achieve meaningful and substantial IBE participation.

The Proposer shall submit Forms A through F and the supporting documentation applicable to Compliance Plan II, including documentation of its solicitation of and communications with potential IBE firms, proposed commitments, and other evidence supporting its Good Faith Efforts.

Good Faith Efforts documentation may include evidence of outreach to certified firms; information provided to prospective IBE participants; negotiations with interested firms; identification of portions of work made available for IBE participation; applicable solicitation or advertising activities; outreach to organizations that assist IBE firms; and requests for assistance from the Commission's Contract Compliance Department.

Where required by the applicable IBE forms and Program documents, outreach shall be performed within the prescribed timeframes. The Commission's Contract Compliance Department will determine the sufficiency of submitted Good Faith Efforts documentation in accordance with the applicable Commission IBE Program requirements.

**21A.5 IBE Certifications and Participation Documentation**

The Proposer shall identify the firms proposed to perform work under its IBE Contract Compliance Plan and shall provide the information and supporting documentation required by the applicable Commission forms. Where applicable, the Proposer shall provide copies of IBE certifications supporting the participation identified in its Compliance Plan. Self-certification does not satisfy the Commission's certification requirement.

Form B identifies, among other items, the proposed IBE subconsultant, IBE type, certifying agency, proposed participation percentage, contract value, and a description of the work or materials to be provided. Form B shall be executed as required by the Prime Consultant and proposed subconsultant.

**21A.6 Proposal Submission, Contract Compliance Resources, and Mandatory Evidence Requirements**

Each Proposer shall submit a completed IBE Contract Compliance Plan and all applicable supporting documentation with its Proposal. The IBE Contract Compliance Plan and required supporting documentation shall constitute Mandatory Evidence under Exhibit D and shall be subject to Pass/Fail Gate PF-05. PF-05 evaluates whether all attachments identified as mandatory in the Vendor Evidence Checklist have been submitted with the Proposal.

Additional information regarding the Commission's Contract Compliance Program, IBE participation requirements, program guidance, and related resources is available on the Commission's Contract Compliance webpage: https://www.drjtbc.org/compliance-2/

The Commission's website is provided as a supplemental resource. For purposes of this solicitation, Proposers shall use the Professional Services IBE forms issued with this Addendum and shall comply with the requirements of this Section, Exhibit D, the IBE documents issued with this Addendum, and any subsequent formal addenda.

For purposes of satisfying the IBE submission requirement, each Proposer shall select and submit one of the following:

a. Compliance Plan I – Opt-In. A Proposer committing to meet or exceed the 25% IBE Participation Target shall submit a completed and signed Form A, applicable completed and signed Form B(s), applicable IBE certification documentation, and other supporting documentation required by the Commission's Contract Compliance Program.

**OR**

b. Compliance Plan II – Good Faith Efforts. A Proposer that does not commit to meet or exceed the 25% IBE Participation Target shall submit the applicable Compliance Plan II Good Faith Efforts documentation, including Forms A through F and the supporting documentation required by the Commission's Contract Compliance Program.

The Proposer shall clearly identify the Compliance Plan option selected and its proposed IBE participation percentage. Participation percentages shall be stated as exact percentages in accordance with Form A.

PF-05 evaluates the completeness of the required IBE submission. Achievement of the 25% IBE Participation Target is not, by itself, a condition of passing PF-05. A Proposer may satisfy the IBE mandatory evidence requirement through either a responsive Compliance Plan I submission or a responsive Compliance Plan II submission, as applicable. Failure to submit the applicable IBE Contract Compliance Plan, required forms, and supporting documentation shall be evaluated as a failure to provide mandatory evidence under PF-05.

The substantive evaluation of a responsive IBE submission is separate from the PF-05 completeness determination. Contract Compliance will evaluate IBE participation using the Commission-approved methodology, and the resulting specialist score will be incorporated into the Technical Proposal evaluation in accordance with Section 22.8.

**21A.7 Evaluation of IBE Participation**

IBE Participation will be evaluated separately by the Commission's Contract Compliance function using the Commission-approved IBE review methodology. The resulting specialist score will be incorporated into the Technical Proposal evaluation in accordance with Section 22.8.

IBE Participation represents 5.00% of the internal Technical Proposal evaluation weighting. This specialist evaluation concerns the Proposer's proposed participation under this Contract and is separate from the evaluation of the proposed ERP system's functional capabilities for Contract Compliance and IBE/DBE tracking and reporting. Nothing in this Section changes the remaining evaluation, responsiveness, or submission requirements established elsewhere in this RFP.

**21A.8 Post-Award Compliance**

The successful Proposer's accepted IBE participation commitment will become part of the resulting Agreement with the Commission. The successful Proposer shall comply with the applicable post-award Contract Compliance and IBE reporting requirements incorporated into the resulting Agreement, including applicable payment-verification reporting requirements.

**3. Amendment to Exhibit D.2 – Mandatory Evidence Checklist (Required at Bid Time)**

Exhibit D.2 is amended by adding the following new Evidence Item 14. The existing PF-05 gate remains the applicable completeness gate; no new pass/fail gate is created by this Addendum.

| Evidence Item | Description & Acceptable Alternatives | Scoring Guidance |
|---|---|---|
| **14. IBE Contract Compliance Plan** | Completed applicable IBE Contract Compliance Plan required by Section 21A. Plan I – Opt-In: Forms A and B, applicable IBE certifications, and required supporting documentation. Plan II – Good Faith Efforts: Forms A through F and required Good Faith Efforts supporting documentation. No alternative submission format accepted. | Pass/Fail under PF-05 for submission completeness. Achievement of the 25% IBE Participation Target is not required to pass PF-05. IBE participation is evaluated separately under Section 22.8. |

**4. Amendment to Technical Proposal Submission Requirements**

The existing "IBE Participation Submission" instruction in the Technical Proposal submission requirements is replaced with the following:

"IBE Contract Compliance Plan: Submit the applicable IBE Contract Compliance Plan and supporting documentation in accordance with Section 21A, Exhibit D, and the IBE documents issued with Addendum No. 2. Plan I – Opt-In requires Forms A and B, applicable IBE certifications, and required supporting documentation. Plan II – Good Faith Efforts requires Forms A through F and required Good Faith Efforts supporting documentation. Identify each proposed IBE firm and the exact percentage of total contract value proposed for that firm. Contract Compliance will evaluate IBE participation separately using the Commission-approved methodology; the resulting specialist score is incorporated into the Technical Proposal as described in Section 22.8."

**5. IBE Documents and Forms Issued with Addendum No. 2**

The following Contract Compliance / IBE materials are issued with this Addendum and are incorporated into the solicitation. Vendors shall use the Professional Services forms listed below, as applicable to the Compliance Plan selected:

- CCD_IBE_Program_1_Overview_and_Post-Award_Rqmnts_07252019.pdf – Compliance Plan Overview and Post-Award Requirements.
- CCD_IBE_Program_2_Compliance_Plan-I_07252019.pdf – Compliance Plan I, Opt-In requirements.
- CCD_IBE_Program_3_Compliance_Plan_II_07252019.pdf – Compliance Plan II, Good Faith Efforts requirements.
- Prof-Svcs__IBE-Program__Form__A__07252019.pdf – IBE Compliance Plans, Consultant Certification and Summary.
- Prof-Svcs__IBE-Program__Form__B__07252019.pdf – Letter of Intent – IBE Firms.
- Prof-Svcs__IBE-Program__Form__C__07252019.pdf – Disclosure of Lower-Tier Subconsultants.
- Prof-Svcs__IBE-Program__Form__D__07252019.pdf – IBE Compliance Plan Checklist.
- Prof-Svcs__IBE-Program__Form__E__07252019.pdf – Letter to Potential Subconsultants.
- Prof-Svcs__IBE-Program__Form__F__07252019.pdf – IBE Unavailability Certification – Good Faith Effort.

**6. Solicitation-Specific Clarifications to the IBE Source Documents**

The IBE documents identified above are Commission program materials. For Contract C-798A, the following solicitation-specific clarifications apply and control in the event of a conflict:

- Compliance Plan II requires Forms A through F. The dedicated Compliance Plan II instructions and Professional Services Form A identify Forms A through F. Any statement in the overview document referring to Forms A through E is superseded for Contract C-798A by this Addendum.
- Any reference in the Compliance Plan I source document to an "apparent low bidder" does not establish a low-bid award method for Contract C-798A. Contract C-798A remains governed by the RFP's published best-value evaluation and award provisions. For purposes of the IBE documentation, such reference shall be understood to refer to the successful Proposer selected by the Commission.
- The 25% IBE Participation Target is distinct from the 5.00% IBE Participation evaluation weight in Section 22.8.

- PF-05 addresses submission completeness. A Proposer does not fail PF-05 solely because its proposed IBE participation is below 25%, provided it submits the applicable responsive Compliance Plan II Good Faith Efforts package.

**7. Contract Compliance Website**

The Commission's Contract Compliance webpage is available at https://www.drjtbc.org/compliance-2/

The website is a supplemental resource. The RFP, Addendum No. 1, this Addendum No. 2, the IBE documents specifically issued with this Addendum, and any subsequent formal addenda govern this solicitation.

**8. Effect on Existing Evaluation Structure**

This Addendum does not add a thirteenth pass/fail gate. PF-01 through PF-12 remain the RFP's pass/fail gates. The required IBE Contract Compliance Plan is added to Exhibit D mandatory evidence and therefore falls within the existing PF-05 completeness review. Substantive IBE participation continues to be evaluated separately by Contract Compliance under Section 22.8.

**9. Effect on Other Solicitation Requirements**

Except as expressly modified by Addendum No. 1 and this Addendum No. 2, all other terms, conditions, requirements, dates, evaluation provisions, and submission instructions in the RFP remain unchanged.

**END OF ADDENDUM NO. 2**