



Solicitation Information

April 29, 2016

Addendum #1

RFP # 7550493

TITLE: Technical Assistance and Support Services – RI Department of Education – MPA-210

SUBMISSION DEADLINE: Thursday, May 12, 2016 at 2:00 PM (ET)

PLEASE NOTE: SUBMISSION DEADLINE HAS BEEN EXTENDED FROM MAY 6, 2016 TO THURSDAY, MAY 12, 2016 AT 2:00 PM (ET).

ATTACHED ARE VENDOR QUESTIONS WITH STATE RESPONSES.

NO FURTHER QUESTIONS WILL BE ANSWERED.

Gail Walsh

Chief Buyer

Vendor A

- RFP page 3 states that “...the state’s goal of ten per cent (10%) participation by MBEs in all State procurements.” Does this mean that we must commit to subcontract 10% of all work procured through this instrument to MBEs? Do MBEs need to be certified in Rhode Island or will a federal designation (or designation from another state) suffice?

Response: If there are subcontractor opportunities, then the vendor must consider whether a RI certified MBE is available. Please visit www.mbe.ri.gov for additional information.

- RFP page 9 requests resumes for key staff. Do resumes count toward the Technical Proposal’s 25 page limit?

Response: Yes, resumes should be counted in the 25 page limit.

- RFP page 11, Appendix A: As a large organization, we employ many well qualified staff with varying levels of expertise and experience. Their daily rates vary. Can we provide a cost range (minimum/maximum rate) in the individual cells in this table (for example, in the cell corresponding to Accelerating School Performance and Project Facilitation)?

Response: Please provide the position title and hourly rate per position. If multiple rates are provided, we will average all rates in the cost proposal scoring.

- Appendix C, Section 1, Article 12, Indemnification and Insurance: As a state agency in Massachusetts, we are required to add the following language in response to the indemnification clause: “We agree to this clause to the extent allowed under Massachusetts state law”. Will this be acceptable?

Response: We would consider this clause, but would also ask that additional language be added that indicates that the contractor will cooperate with RIDE and the State of RI in the defense of any claims made against the state that arise out of services provided by the contractor.

Vendor B

- 1) There are two versions of Appendix A, included in the RFP. Which version is being referred to in the body of the document and should be used as a reference?

Response: We only see one Appendix A, which is on page 11.

- 2) The list of Technical Assistance and Support Services includes “liaison services” and “fiscal coordination.” Would you please define these terms and provide examples?

Response: Liaison services includes acting as an intermediary between two groups, organizations, or agencies to communicate and coordinate their activities. Fiscal coordination may involve assisting the agency in purchasing services to provide support to programs. There may be some overlap between sample job functions; if there is one hourly rate for all consultant services, the respondent does not need to break it out by category. Provide the position title and hourly rate per position. If multiple rates are provided, we will average all rates in the cost proposal scoring.

- 3) Please clarify the award cap at \$50,000. If a project entails multiple consulting services, are they encompassed within the \$50,000 individual award, or could more than one vendor award be given at a time, as long as the award is less than \$100,000 annually?

Response: One vendor may have multiple awards. Each individual award may not exceed \$50,000. The annual award total under this MPA may not exceed \$100,000/vendor.

Vendor C

Q01. INSTRUCTIONS AND NOTIFICATIONS TO BIDDERS. / Page 2

“Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited”

COST PROPOSAL / Page 7

“Cost proposals should specify the hourly rate(s) for consultant services by task/skill set outlined in Appendix A. The consultant hourly rate must be inclusive of all costs borne by the vendor, including fringe benefits, travel, office expenses, and indirect costs. Offerers are to price their services for the term of the MPA by state fiscal year (July 1st through June 30th). If only one set of prices are offered, that pricing will remain constant through the term of this MPA. **Any proposal other than hourly rate, such as daily rate and/or fixed price services, will not be considered.**”

Taken in its entirety, we perceive this RFP to be soliciting bids formatted as a rate card only, i.e. hourly rates for a particular individual / skillset. **Question: Do we have the latitude to propose a “service” at a fixed price in addition to individual rates?** For example, for project management services, we would provide a fixed price offering to establish a project management office (PMO) complete with project portfolio management (PPM) software, methodologies, templates, and leadership oversight.

Response. The cost proposals must be comparative; therefore, we will not accept fixed price services under this procurement.

Q02. COST PROPOSAL / Page 8

“This MPA is primarily for small miscellaneous projects that may occur in a given fiscal year and require a quick turnaround. Most projects will continue to be posted as separate bids.”

In what way will the anticipated bidding process under this MPA be different from the norm? In what way will it facilitate “quick turnaround” for selecting a vendor?

Response. This procurement will establish a pre-approved vendor list with assigned purchase order numbers. Upon selection for a project and fulfillment of the state EEO, MBE, and insurance requirements, the purchase order will be issued with a shorter turnaround than starting a new RFP process.

Q03. COST PROPOSAL / Page 8

“As indicated, the cost proposal should include the fully loaded consultant rate(s). Awards under this solicitation will be for a certain number of hours at the given rate. Separate costs will only be considered if they are a requirement of the project specifications (meeting expense, printing, etc.). If separate costs are allowable, they will be clearly identified in the project specifications submitted by the program staff.”

Would Project Portfolio Management (PPM) software licenses be considered an allowable expense for project management services?

Response. The cost proposals must be comparative; therefore, we will not accept software licenses under this procurement. This RFP requests that respondents submit a fully loaded consultant hourly rate. We intended to minimize the number of expense subcategories.

Q04. TECHNICAL PROPOSAL REQUIRED ELEMENTS / EVALUATION CRITERIA: Cost Proposal / Page 10

“This evaluation criterion will focus on the appropriateness, reasonableness, and competitiveness of the cost proposal, comprised of the respondent’s comprehensive hourly rate(s). If multiple hourly rates are submitted, an average of the rates will be used for scoring purposes.” (emphasis added).

_____ provides project management services using a range of experience and skills appropriate for ensuring project success at the lowest landed cost.

Question: How would we portray multiple project management skill-sets and rates on our proposal such that our aggregate rate is competitive and still allowing your proposal reviewers to understand our line item rates and potential level of involvement?

Response. Provide the position title and hourly rate per position for staff. If multiple rates are provided, we will average all rates in the cost proposal scoring. By requesting a fully loaded consultant rate, we had hoped oversight and other company charges would already be factored in that rate.