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28 June 04

Addendum # 3

RFP # B03818: Field Services and Support for Environmental Assessment

Submission Deadline: 15 July 04 @ 2:00 PM

- Vendor questions / State responses are released through this addendum.
- No further questions shall be entertained.

A handwritten signature in black ink, appearing to read "Jerome D. Moynihan", is positioned below the list of bullet points.

Jerome D. Moynihan, C.P.M., CPPO
Administrator of Purchasing Systems

Rhode Island RFP#B03818 Procurement Questions

Please clarify the requirements for the cost proposal. Is the State requesting that the Contractor provide:

- a) a fixed price for the completion of each activity identified in the solicitation, or;
- b) fixed unit prices (e.g., hourly rates for labor) that will provide the basis for establishing a price once the parameters for a specific incident and/or task are known?

- If the answer to question (1) is (a), then we recommend that the State more clearly specify the parameters of the tasks in the Description of Services. Normally, the types of parameters that are specified to ensure adequate and comparable pricing include: name of oil or hazardous material released, location of release, type of release (surface, sub-surface), source of release (vessel, storage tank, pipeline, railcar, etc.), resources at risk, weather conditions, and response strategy (e.g., dispersant applications and booming strategies). For Activities 9 and 10 (Improved Methods and Data Sets, Litigation Support), additional parameters are needed, including the number of drills and training courses, the number and type of guidance documents, the number of cases brought to trial, the number of expert reports, the number of depositions, and the subject(s) of expert testimony. Absent such clarification, it is unlikely that the cost proposals will provide a common basis for price evaluation. We respectfully recommend that the State request a schedule of fixed unit prices rather a fixed budget for the existing Description of Services.

The DEM is looking for fixed unit pricing

Please clarify the statement on page 7 of the solicitation, which states: "The Contractor shall have access to analytical laboratory services..." Does Rhode Island require the Contractor to secure laboratory services and pricing as part of the procurement? Or, is it sufficient to identify one or more laboratories that are capable of providing the required services and that are available to the Contractor if and when needed? Likewise, the text references access to a capability for expedited analyses. Does Rhode Island require the Contractor to provide pricing for each expedited turnaround time available, or is it sufficient to identify the capabilities of laboratories available under the Contractor's proposal?

It is required that proposed laboratories be identified and a pricing schedule be provided. Because some of the analytical requirements maybe specialized, it is important for the DEM to know what laboratory may be providing the service.

On Page 9 of the solicitation the proposed contract term is listed as two years, with options to renew on an annual basis for up to three additional years. However, the State Of Rhode Island General Conditions of Purchase Article 7, Term and Renewal, indicates that a base term not exceed twelve (12) months, subject to renewal annually at the State's sole option and the availability of appropriated funds. Additionally, Article 23 of the General Conditions, State Controller's Certification of Funding, states that where delivery or service requirements extend

beyond the end of the current fiscal year, such extensions are subject to both the availability of appropriated funds and a determination of continued need. Would the State please clarify how the base period of the proposed contract would work?

Contracts will be for multiple years, unless funding, need, or vendor performance become an issue. DEM laboratory and response contracts have been for multiple years.

On page 10 of the solicitation the text states that the Cost Proposal Summary Forms must be completed and submitted with the Cost Proposal. Would the State please clarify what additional data should be provided in the cost proposal?

- ***Provide any addition information that further clarifies the vendors cost proposal***

The Cost Proposal Summary Forms provide space for the name and title of personnel bid. May the Contractor use labor categories in lieu of specific individuals?

Yes, a labor category is appropriate

The Cost Proposal Summary Forms do not address particular contract periods. Would the State clarify if Contractors must bid a single rate to apply to each individual/labor category for the five year term of the contract or if separate rates can be developed for each contract period?

Separate rates can be developed for each contract period

May the Cost Proposal Summary Forms be transferred to a spreadsheet format to incorporate additional lines of data under each section? For example, under section A, Personnel Cost, this is only room for three entries.

Yes

The Cost Proposal Summary Forms request detailed information regarding equipment, travel, and other expenses that cannot be predicted based on the information provided in the Solicitation. For example, specific details regarding an incident (e.g., product released, type of release, weather conditions, resources at risk) are necessary to determine the appropriate response strategy. Pricing factors that would be significantly affected by the incident facts include the number and type of samples to collect, the required number and type of sampling platforms, and the number and type of sampling devices. We request that the State either clarify the Description of Services to provide additional detail or modify the Solicitation to request fixed unit prices for equipment, travel, and other expenses.

Fixed unit pricing was intended

May the cost data for proposed subcontractors be incorporated in the Contractor's pricing sheets or are separate sheets required for each proposed subcontractor?

Subcontractors may be incorporated, however service that are to be subcontracted need to be identified.

The State Of Rhode Island General Conditions of Purchase Article 19, Payment, indicates that payment is due upon completion of all services, however due to the broad nature of activities defined in the solicitation it would appear that the State of Rhode Island would anticipate incremental progress billings. Would the State please clarify if the Contractor will be permitted to invoice its costs monthly as incurred in accordance with the fixed unit prices proposed under the solicitation?

Invoicing for costs incurred on a monthly basis is acceptable.

Given the extensive requirements of the Solicitation and the short amount of time between the due date for questions and the due date of proposals, will the State provide a 30-day extension to the deadline for submission of proposals? We believe such an extension is necessary to ensure bidders have sufficient opportunity to prepare proposals that are responsive to the State's answers to questions.

A de-facto extension has been given, as a result of the delay in posting these questions / responses. No further extension is planned.

The State's request for a "workplan for accomplishing the results proposed," including a justification for the approach for each activity and "a detailed proposed project schedule and a list of tasks, activities and/or milestones..." is fairly unusual given the broad and relatively imprecise Description of Services. While a workplan that outlines a *general* approach to many of the issues identified could be developed for the proposal, such a document would not be the best approach for distinguishing the bidders' ability plan and execute an effective spill response. In lieu of a workplan addressing each activity in the Description of Services, would the State consider revising the solicitation to request that Contractors develop a workplan for a specific hypothetical incident? This approach would benefit the State as bidders could then describe a *detailed* approach to the situation thereby providing the State with a more complete comparison of individual firms' approach, capabilities, and experience. This approach has been used by other contracting agencies for similar solicitations.

No, It has been the Department's experience that utilizing scenarios increases confusion and does not allow for direct comparisons.

The DEM is looking for fixed unit pricing

[0]

[0] It is required that propose laboratories be identified and a pricing schedule be provided.

[0] I will defer this comment to purchasing, it is my understanding that we have bid lab and respnsec contracts for multiple years

[0] Any information that further clarifies cost proposal

[0] yes

[0] separate rates can be developed

[0] yes

[0]fixed unit pricing was intended

[0]Subcontractors need to be identified

[0]Invoice monthly will be allowed

[0]A short extension may be warranted, however thirty days is to long

[0]It is been the departments experience that utilizing scenarios,provides to much confusion and does not allow direct comparision