

WRITTEN QUESTIONS AND ANSWERS

RFP Training Class – December 5, 2017

1.	<p>What is the next step when the RFP bid is more than what is allowed in the grant budget?</p> <p>You can contact the highest scoring contractor and advise they are the apparent successful contractor but their cost is out of budget. Ask for a cost reduction. If they cannot meet your budget, you may then contact the next highest scoring contractor etc. until you are hopefully able to meet your budget.</p> <p>If after contacting multiple contractors you are still not able to find one who can meet your budget, you can cancel that solicitation, reassess your specifications to determine if you can downsize or eliminate some requirements, and re-bid.</p> <p>In some cases, you may be able to negotiate with the highest scoring contractor to make some adjustments to requirements that will allow them to bring their price into an acceptable range. However, this can be a very intricate process because you cannot make any adjustments that would change the scope of work and therefore give that contractor an advantage over other bidders. If you wish to negotiate in this way, contact OSP for guidance on the acceptability of your negotiations plan.</p>
2.	<p>Are there any provisions in the law that limit what the initial term of a contract can be?</p> <p>There is no law that limits the initial term of a contract as long as the entire contract term with all renewals does not exceed 7 years. However, it is best practice to set an initial term at 1 year, and in a few cases 2 years, unless there are special circumstances that would make it beneficial to the State to set a longer initial term. If you think you need to set an initial term longer than 2 years, contact OSP for guidance.</p> <p>You can read about Multiyear contracts in the Procurement Laws and Rules under 19-11-238.</p>
3.	<p>It was stated that signatures of all evaluation committee members are to be obtained after their consensus meeting. Are electronic signatures acceptable?</p> <p>Electronic signatures are not acceptable at this time because it is required for all evaluators to attend the consensus meeting in person. Signatures are collected at the consensus meeting.</p>
4.	<p>It was said that once the weighted percentages are published they cannot be changed. Can an amendment be done to the bid document to change this before proposals are due?</p> <p>Yes. If it is determined that the Weighted Percentages should be changed in the Criteria for Selection of the RFP, then an amendment to the RFP can be done prior to the bid opening. An amendment must go out 72 hours prior to the bid opening date. If it is less than 72 hours until the bid opening date then the bid opening date must be moved forward. Once the proposals are opened, scoring weights cannot be changed.</p>
5.	<p>It was stated that there may be an occasion when respondent proposal is compared to industry standards. Will the respondents need to know beforehand that their proposal might be compared to industry standards?</p> <p>Industry standards should be researched prior to issuing the RFP so that your requirements don't far exceed or fall way below the standard service level for that market. For the same reason, this is also important information to consider when you are writing your performance standards. However, if prior to award you find that a performance standard is not in line with the current industry standard (The contractor may bring this to your attention.) you can make an adjustment in that performance standard. This also applies if the industry standard changes during the course of the seven-year contract.</p> <p>In regard to evaluation, the evaluators should be knowledgeable about the industry standards in general so that they can make an accurate assessment of the proposal for scoring. The selection of the evaluators should be based on their knowledge of the industry.</p>

	<p>As well, a responsible contractor should know their industry standards and should provide a proposal that does not fall below those standards.</p> <p>A proposal is evaluated only according to the requirements in the RFP and what is requested in the Information for Evaluation, so the industry standards should already be reflected in these documents.</p>
6.	<p>The updated policy for Evaluating Proposals, under Evaluation Committee Structure states “<i>OSP strongly encourages a minimum of three members whenever possible</i>”. This does not say that there should definitely be 3 members on an evaluation committee.</p> <p>Does this mean that there could possibly be less than 3 members under unusual circumstances?</p> <p>Under what conditions would this be allowed?</p> <p>Yes, there could possibly be less than three evaluator’s. However, OSP strongly encourages a minimum of three members (evaluator’s) whenever possible. Because having less than three evaluators is not considered best practice, you may want to seek the advice of OSP before moving forward with less than three evaluators.</p>
7.	<p>There were forms for scoring: Individual score sheets, consensus score sheet, weighted score sheet and technical evaluation summary score sheet.</p> <p>Is there a form for calculating the price using the formula $(A/B)*(C) = D$?</p> <p>There is not a form for calculating the price using the formula $(A/B)*(C) = D$.</p>
8.	<p>Where on your website can the Pricing and Final Contractor Selection RFP bid tab form be found?</p> <p>Currently, the bid tab form is not posted on the Procurement Website. You may create the bid tab form using Excel. OSP is working to add more forms to the website, so continue to check the Procurement Forms and Reporting page for the latest available forms.</p>