

## **WRITTEN QUESTIONS AND ANSWERS**

### **SP-16-0224 Procurement Consultant** **ANSWERS ARE IN BLUE**

1.	<p>In section 2.1 of the RFQ, you note, "These three solicitations (the "Projects") are anticipated to take a minimum of one year to complete." Is it anticipated that all three (3) of the Projects would begin immediately upon award of the contract and be worked in parallel or does the State anticipate the Projects to begin in a staggered fashion upon award of the contract?</p> <p><a href="#">See Addendum 1 for RFQ Section 2.1 INTRODUCTION.</a></p>
2.	<p>In section 2.3, Item #3 of the RFQ, you identify the following as a deliverable, "Acting as point of contact for all parties involved in the procurement process, including the agency, OSP, vendors, and any other involved parties, as well as providing any necessary communications, documentation, or reporting to the appropriate parties." As the projects will be State procurements, is it anticipated that the consultant will work closely and support the State point of contact for the procurement or that the consultant will be the actual point of contact?</p> <p><a href="#">See Addendum 1 for RFQ Item 2.3.A.3.</a></p>
3.	<p>Does the State expect that the chosen consultant will be dedicated solely to the State for the term of the contract?</p> <p><a href="#">See Addendum 1 for RFQ Section 2.3 GENERAL REQUIREMENTS.</a></p>
4.	<p>In Section 2.4 of the RFQ, you note that it is anticipated "the majority of work will be completed at the consultant's off-site office location." However, many of the required deliverables noted in Section 2.3 of the RFQ would require significant onsite time of the consultant. Does the State have an expectation for the amount of time the consultant would be required to be onsite for this contract?</p> <p><a href="#">See Addendum 1 for RFQ Section 2.4 WORK SCHEDULE AND LOCATION.</a></p>
5.	<p>In Section 2.4, Item G of the RFQ, you outline requirements for travel and travel reimbursement. The definitions of "overnight travel" and "long distance travel" do not include travel by the consultant to and from Little Rock to perform work onsite as currently defined. Does the State anticipate reimbursing the consultant for travel under this contract or is it anticipated that any pricing provided in the negotiation phase will be fully loaded, including all travel of the consultant?</p> <p><a href="#">The State will only reimburse for travel as defined in Item 2.4.G.</a></p>
6.	<p>In Table 1 of the RFQ, the State has outlined Performance Standards for the contract. Since the RFQ states these may be negotiated, and are therefore NON-Mandatory requirements, are respondents required to identify concerns with these performance standards as exceptions in their response?</p> <p><a href="#">See RFQ Item 2.6.A.1. which contains mandatory language.</a> <a href="#">See Addendum 1 for RFQ Item 2.6.B.</a></p>
7.	<p>Is there a contractor qualification template? If not needed please clarify.</p> <p><a href="#">No, there is no qualification template and it is not needed.</a></p>
8.	<p>Under "other documents" in the response packet, what exactly do you want to see in this section and is there a template provided? On page 3 #e it states other documents expressed by the bid solicitation. Traditionally a vendor would need to provide their work experience or qualifications, but we didn't see a template or extra requirements so please clarify. Also on page 8 section 2 and page 13 section 3 at the top it states, "Do not provide responses to items in this section." This type of information again is usually a way a vendor can show their work experience, etc. Since page 3 under "e" doesn't specify the other documents needed or provide a template then a clarification is needed.</p>

	<p>Vendors should provide their proposal by using the Response Packet, a separate document posted along with the RFQ document on the State website, <a href="http://www.arkansas.gov/dfa/procurement/bids/index.php">http://www.arkansas.gov/dfa/procurement/bids/index.php</a>.</p>
--	--