



**PREPAREDNESS PLANNING, PROGRAM MANAGEMENT,
ADMINISTRATIVE, AND TRAINING & EXERCISE SERVICES**

DATE:	AUGUST 15, 2016
CUSTOMER:	DCHSEMA
PROJECT:	REQUEST FOR PROPOSALS RFP No. 17-002
PURPOSE:	QUESTIONS AND ANSWERS

QUESTION 1

Please define the evaluation criterion of “Technical Expertise.” The instructions do not specifically call out the need for a technical approach to the Scope of Work areas (rather it specifies “special experience, capabilities, and resources.” If Technical Expertise is the company’s experience, capabilities, and resources, how is it different from “Past Performance/Experience” and “Key Personnel, Qualifications, Credentials”?

ANSWER

Technical expertise will be evaluated based on the approach taken to provide services. The qualifications and credentials of key personnel will also be evaluated.

QUESTION 2

Price is largest point factor (35 points). That makes sense for a single task order, but I don't understand how it will be used for the IDIQ since we are only proposing labor rates, not actual mix of hours and dollars. One contractor could propose a pool of really low cost people, but in an actual task order, require a lot more hours than someone with more qualified people who are higher cost. So the rates alone can't really be used to compare among contractors.

ANSWER

Each proposal will be evaluated based on the rates provided for each position outlined in the Labor Category Worksheet.

Defined Labor categories are the important factor for this RFP. Pricing will be part of the evaluation process in selecting awardees. The rates will be negotiated during the Task Order process.

QUESTION 3

Similarly, the DBE points are based on the dollars that a vendor proposes to give to a DBE. That makes sense for a specific task order, but how will that be evaluated on an IDIQ? The best we could do is "promise" we will give 35% or more over the life the contract, but that's not verifiable for award.

ANSWER

DBE will only be scored as part of each Task Order evaluation process, not during the proposal scoring.

On most Task Orders 15 points (out of 100) are available for DBE participation if that participation percentage is 35% or greater.

For participation of less than 35%, fewer points will be awarded which will be defined in each Task Order.

QUESTION 4

What is the page limit for the technical proposal? What is the page limit for the price proposal?

ANSWER

There are no page limits for either the technical or price proposals however, we recommend that proposals be as clear and concise as possible.

QUESTION 5

Under Section IX “Instructions, Conditions, and Notices to Contractors”, could you please clarify what is meant by the statement: “Each contractor submitting a proposal in response to this RFP should include a SOW that includes information demonstrating the Contractor’s knowledge of the NCR and expertise in one or more of the services identified in Section IV of this RFP”.

Since task orders with specifically defined scope of work are not available (pg. 2), could you clarify if we are to develop a sample SOW based on anticipated tasks?

ANSWER

The Statement of Work (SOW) section from each proposal should clearly demonstrate the vendor’s technical expertise in the areas outlined and discussed in the RFP.

QUESTION 6

Can we propose additional labor categories that are not currently listed in the “Labor Category Worksheet”, or are we to only reference those provided?

ANSWER

Only Labor Categories listed on the “Labor Category Worksheet” should be included in the proposal. Additional labor categories will be considered at the Task Order level.

QUESTION 7

Section XIII notes a DBE goal of 15% for this contract; however, it is not listed as part of the evaluation criteria. Will additional points be added to the overall score if DBE participation is included?

ANSWER

DBE will only be scored as part of each Task Order evaluation process, not during the proposal scoring.

On most Task Orders 15 points (out of 100) are available for DBE participation if that participation percentage is 35% or greater.

For participation of less than 35%, fewer points will be awarded which will be defined in each Task Order.

QUESTION 8

Is there a deadline for submitting additional questions regarding this RFP?

ANSWER

We request that all questions be submitted by 12:00 P.M. on Monday the 22nd of 2016, so that answers can be posted by COB Wednesday the 24th of August of 2016.

QUESTION 9

Can the offeror propose additional labor categories, in addition to the eight (8) labor categories shown on pages 14-16 of the RFP?

ANSWER

Only Labor Categories listed on the “Labor Category Worksheet” should be included in the proposal. Additional labor categories will be considered at the Task Order level.

QUESTION 10

Is there a format in which letters of reference should be provided? Should they be included in the proposal or sent directly to you?

ANSWER

Letters of Reference will be required for this RFP. They should be submitted on the referring company’s letterhead. MWCOG will not develop a Letter of Reference template. See page 10 of RFP 17-002 for additional information.

QUESTION 11

Do the references need to be related to similar work performed by the key personnel at other organizations or work specifically performed by the contractor?

ANSWER

References do not necessarily need to be from the same organization, but they do need to be for similar work as described in the RFP.

QUESTION 12

Are letters of reference required? If the referring entity requires that MWCOG make a request so it may develop the letter of reference, is MWCOG able to do so?

ANSWER

Letters of Reference will be required for this RFP. They should be submitted on referring company's letterhead. MWCOG will not develop a Letter of Reference template. See page 10 of RFP 17-002 for additional information.

QUESTION 13

Is it possible under this IDIQ for MW COG to issue multiple awards for a single task order?

ANSWER

Each task order will only be awarded to one vendor. It is the vendor's responsibility to present their best team at the time they submit a task order.

QUESTION 14

Can you please provide a list of past IDIQ contract awardees?

ANSWER

There were a total of nine (8) contract awardees.

- (2) ICF INTERNATIONAL**
- (2) IEM**
- (1) OBSIDIAN**
- (1) READINESS CONSULTING**
- (1) Tetra Tech**
- (1) THE OLSON GROUP**
- (1) AMEC**
- (1) LEIDOS**

QUESTION 15

Is COG's goal to award to up to ten firms that can all comprehensively provide the services described in the scope of work, or to a variety of firms with specialty areas so that COG can have access to the best possible combination of service providers?

ANSWER

The goal is to award contracts to contractors that present a team that can provide the most comprehensive services.

Firms will be qualified for planning, training, and exercise.

QUESTION 16

Will the evaluation method and scoring for price be based solely on the Labor Category Worksheet?

ANSWER

Yes

QUESTION 17

According to the RFP, DBE participation doesn't appear to be a factor in the scoring for awarding a spot on the IDIQ, but is a factor when evaluating task order proposals. Is that a correct understanding?

ANSWER

DBE will only be scored as part of each Task Order evaluation process, not during the proposal scoring.

On most Task Orders 15 points (out of 100) are available for DBE participation if that participation percentage is 35% or greater.

For participation of less than 35%, fewer points will be awarded which will be defined in each Task Order.

QUESTION 18

Please clarify how the proposal should be organized to address both the proposal instructions and the evaluation criteria.

Specifically, Section X indicates that the proposal headings must match the following:

- a. Letter of Interest**
- b. Table of Contents**
- c. Executive Summary**
- d. Team Competence**
- e. Resumes of Key Project Staff**
- f. Price Proposal**

Section X also indicates that the proposal must describe:

- Company background and organizational history;**
- experience with emergency management consulting for similar jurisdictions; and**
- experience with emergency management consulting for the NCR.**

Please confirm that this could go in Section D. Team Competence.

Further, the evaluation criteria address:

- Technical Expertise**

- **Key Personnel, Qualifications and Credentials**
- **Past Performance/Experience**
- **Price Proposal**

Please confirm that Technical Expertise and Past Performance are also to be part of Section D on Team Competence.

ANSWER

Price Proposal = F (Labor Category Worksheet)

Technical Expertise = D (Team Competence)

Key Personnel = E (Resumes of Key Project Staff)

Past Performance = D (Team Competence)

QUESTION 19

On page 8, Section IX - Instructions, Conditions and Notices to Contractors, MWCOG indicates “each contractor submitting a proposal in response to this RFP should include a SOW that includes information demonstrating the Contractor’s knowledge of the NCR and expertise in one or more of the services identified in Section IV of this RFP.” Did MWCOG intend for “SOW” in this sentence to read as “SOW response?”

ANSWER

The Statement of Work (SOW) section from each proposal should clearly demonstrate the vendor’s technical expertise in the areas outlined and discussed in the RFP.

QUESTION 20

Is there an overall page limit on the non-price portion of the proposal?

ANSWER

There are no page limits for either the technical or price proposals however, we recommend that proposals be as clear and concise as possible.

QUESTION 21

Is there an overall page limit on the non-price portion of the proposal?

ANSWER

There are no page limits for either the technical or price proposals however, we recommend that proposals be as clear and concise as possible.

QUESTION 22

Page 9 – the RFP mentions developing a project narrative including items listed in items a through d, but there is not mention where this should be placed within the identified document organization on Page 10. Should this be included within the Executive Summary, and if not, then where?

ANSWER

Price Proposal = F (Labor Category Worksheet)

Technical Expertise = D (Team Competence)

Key Personnel = E (Resumes of Key Project Staff)

Past Performance = D (Team Competence)

QUESTION 23

Page 10 - how many resumes does MWCOG intend for contractors to include under “Resumes of Key Project Staff?”

ANSWER

Resumes should be provided for key staff members outlined in the Labor Category Worksheet.

QUESTION 24

Page 10, Contractors' and Subcontractor' References - please clarify where in the denoted proposal organization you would like respondents to include this information. In "Team Competence" or possibly a separate section not currently identified under "Proposal Document Organization"?

ANSWER

Contractors' and Subcontractors' references are best placed within the Team Competence section of the proposal.

QUESTION 25

Page 10, Contractors' and Subcontractor' References - please confirm by "at least three references" by "references" you mean individuals - and just the name, title, address and phone number of each.

ANSWER

The references are to be provided in letter format on a company or agency letter head and submitted as part of the proposal.

QUESTION 26

Page 11, Section XI Method of Proposal Evaluation and Selection, Evaluation Factors table - how will MWCOG evaluate the "technical expertise" factor and?

ANSWER

All proposals will be evaluated based on the evaluation criteria outlined in section XI. Method of Proposal Evaluation and Selection.

QUESTION 27

Please confirm that MWCOG requires 11 total hard copies of the proposal to be submitted (i.e., 1 original and 10 copies) along with an electronic submission on CD or USB drive.

ANSWER

Contractors shall submit one (1) original and ten (10) copies of their proposal and one (1) CD or USB drive with the complete proposal.

QUESTION 28

What is the approximate timing in terms of proposal award and anticipated task order execution?

ANSWER

Selection will be made on or before October 15, 2016.

QUESTION 29

Page 14, LCAT Worksheet - will MWCOG allow respondents to propose additional LCATs within an existing LCAT on the Worksheet provided they clearly detail, in the price proposal, how they built to that hourly rate? This will enable respondents to customize the best solutions and prices for MWCOG during the task order phase. (For example, providing a rate build for more than one type of “Subject Matter Expert” LCAT because hourly rates can be lower or higher depending on the topical area for which someone is a subject matter expert.)

ANSWER

Only Labor Categories listed on the “Labor Category Worksheet” should be included in the proposal. Additional labor categories will be considered at the Task Order level.

QUESTION 30

Page 14, LCAT Worksheet – How is the column identified as Key Project Staff defined and what is the intention in terms of identifying this (Yes/No) within the proposal?

ANSWER

The “Key Project Staff” refers to the first and last names of the key staff proposed for each labor category outlined in the Labor Category Worksheet.

QUESTION 31

Would you please confirm our understanding that the 10 contractors awarded the IDIQ will be able to add subs to their team after IDIQ award and during the task order phase, as needed, in order to offer the government, the best task order solutions at the best price.

ANSWER

Selected vendors will have an opportunity to add subcontractors to their proposed team at the task order level.

QUESTION 32

To what extent does MWCOG anticipate or encourage respondents to team during the IDIQ phase vs. the TO phase of this vehicle?

ANSWER

MWCOG encourages respondents to build their best team during both the IDIQ and Task Order phases that can address the requirements outlined in the RFP.

QUESTION 34

What contract type(s) does MWCOG anticipate awarding under this IDIQ - FFP, T&M, Labor Hour, Hybrid, etc.?

ANSWER

This contract will be awarded as a Time and Materials contract.

QUESTION 35

Please confirm our understanding that the presence of DBE subs on a team will only be evaluated post-IDIQ award during the Task Order phase?

Alternative question form: It is our understanding that DBE evaluation will be done in the Task Order phase. Is there any DBE language or acknowledgement that is required within the IDIQ proposal?

ANSWER

DBE will only be scored as part of each Task Order evaluation process, not during the proposal scoring.

On most Task Orders 15 points (out of 100) are available for DBE participation if that participation percentage is 35% or greater.

For participation of less than 35%, fewer points will be awarded which will be defined in each Task Order.

QUESTION 36

Is it a requirement that a contract holder bid on all task orders that are released for bid?

ANSWER

Selected contractors will not be required to bid on all task orders that are released.

QUESTION 37

Under paragraph VI., Period of Performance, is it possible that some contract holders will have their performance periods extended and others will not? If so, what would be the criteria for not extending the performance period?

ANSWER

As stated in Section VI Period of Performance in RFP, extensions may be granted by COG based on successful contractor(s) performance.

QUESTION 38

Under paragraph VIII.c., will task orders be exempt from federal taxes?

ANSWER

Each contractor will need to check with a tax professional for the answer to this question.

QUESTION 39

How will the Price score (up to 35 points) be quantitatively calculated since the evaluation criteria is presented in qualitative terms as stated in the third sentence of paragraph XIV., Labor Category Worksheet?

ANSWER

We will compare the position level and hourly rate with the average labor rate to determine exactly what we are receiving. Experience and qualifications will also be considered.

The Labor Category Worksheet will be used to evaluate the Price Proposal. Resumes provided for staff listed in the Labor Category Worksheet will be used to evaluate Key Personnel, Qualifications, and Credentials.

QUESTION 40

Because price represents 35% of the total evaluation score, can you explain the process COG will use to evaluate and compare offeror's prices?

ANSWER

The Labor Category Worksheet will be used to evaluate Price Proposal. The resumes of staff listed in the Labor Category Worksheet will be used to evaluate Key Personnel, Qualifications, and Credentials.

QUESTION 41

Will all firms be qualified for all work or be qualified for just planning or just training?

ANSWER

The goal is to award contracts to contractors that present a team that can provide the most comprehensive services.

Firms will be qualified for planning, training, and exercise.

QUESTION 42

Will the work (task orders) focus on services or training? Will vulnerability assessments be a part of this work.

ANSWER

The work will be distributed between services and training. Vulnerability assessments may be required as needed.

QUESTION 43

How will the 10 teams be scored?

ANSWER

Please refer to page 11 of the RFP for details. We are looking for the “best team”.

QUESTION 44

Will references be required for both prime contractors and subcontractors?

ANSWER

References will only be required for prime contractors.

QUESTION 45

How many key staff resumes are required?

ANSWER

Resumes should be provided for key staff members outlined in the Labor Category Worksheet.

QUESTION 46

Will task orders be competed?

ANSWER

Yes, all task orders will be competed between the selected vendors.

QUESTION 47

What is the total dollar value of this RFP?

ANSWER

There is no overall dollar value for this RFP. Task Orders will be released based upon available grant funding.

QUESTION 48

Regarding the proposal document organization. The resumes of key project staff are requested to be included before the price proposal – if we have a lengthy set of resumes, is it possible to include those in an appendix, or do you still prefer they precede the price proposal?

ANSWER

Additional resumes should be provided for in an appendix. Keep in mind that proposals should be as clear and concise as possible.

QUESTION 49

Reference the Labor Category Worksheet. Is it acceptable to list the same person in more than once labor category assuming they meet or exceed the listed criteria? For instance, we have consultants who can be a planner or a manager based on project requirements. We can use these consultants in lower categories at times, depending on the task, to increase the value to the COG.

ANSWER

It is acceptable to list the same person in various labor categories; however, if the individual is listed as part of a proposed team at the task order level, their position must be clearly defined and budgeted for that particular task order.

QUESTION 50

Special Condition (Section VIII, i.) indicates that “funding for performance of work and services under any contract awarded as a result of this procurement shall be and remain contingent upon COG receiving grant funds to support payment for such performance. Should funding from the source of grant funding for a particular task order be delayed, for any reason, COG shall be entitled to withhold payment to a contractor for the corresponding delay in COG’s receipt of grant funding.” Our understanding is that the subject grants are paid to localities on a reimbursement basis and that expenditure (payment to the contractor) must be made to be reimbursed. This situation would make this clause moot. In addition, it is customary that payment be made for services performed under a contract regardless funding issues. Can this clause be removed as a special condition?

ANSWER

MWCOG intends to retain this special condition.

QUESTION 51

Disability / Functional needs/ Integration

ANSWER

All S/B across board

Not just DOJ checklist details

Integrated approach with qualified vendors

QUESTION 52

Do participants have the flexibility of using their own categories.?

ANSWER

Stay with table in RFP for uniformity

Tables should include 1st and tier year fully loaded categories

QUESTION 53

DBE in proposal?

ANSWER

DBE will only be scored as part of each Task Order evaluation process, not during the proposal scoring.

On most Task Orders 15 points (out of 100) are available for DBE participation if that participation percentage is 35% or greater.

For participation of less than 35%, fewer points will be awarded which will be defined in each Task Order.

QUESTION 54

Should we include technology (new or Current) in the proposal?

ANSWER

Incorporate into things we do “use of technology as appropriate”.

QUESTION 55

SOW demonstrating work? How is this to be presented without knowing the Task Orders?

ANSWER

The Statement of Work (SOW) section from each proposal should clearly demonstrate the vendor’s technical expertise in the areas outlined and discussed in the RFP. Goes back to first question for MOU specifications

QUESTION 56

Should we include the depth and scope of work conducted with agencies other than DCHSEMA?

ANSWER

Yes, this should be listed

QUESTION 57

Are the Terms and Conditions Negotiable with MWCOG?

ANSWER

Yes, MWCOG is open to negotiation

The negotiations if any will be referred to the MWCOG Legal Counsel