

**RFP 19-012
FRAMEWORK FOR EVALUATING BIG DATA
IN REGIONAL TRAVEL AND MOBILITY ANALYSES
Addendum #2**

Date 3/28/2019

This addendum is issued to publish answers to questions received via email and is hereby made part of the RFP documents. Please attach this addendum to the documents in your possession.

Questions and Answers

1. **Question:** Are there any page limits requirements for the response, i.e., what are the page limit for each section?

Answer: There are no specified page limit defined for each section.

2. **Question:** Are there any formatting requirements for the response, i.e., font size and margin?

Answer: There are no formatting requirements for the response.

3. **Question:** Is the DBE Participation Plan part of the proposal response or a separate document?
- If it is part of the proposal, should it be section h?
 - If it is a separate document, how many hard copies are required?

Answer: Yes, the DBE Participation Plan is part of the proposal response and should added as an appendix.

4. **Question:** Is Attachment A required as part of the proposal submission? If so,
- Where should it be in the proposal – Section i?
 - If it is a separate document, how many copies should be delivered?

Answer: Yes, Attachment A is required as part of the proposal submission and should added in the Appendix section.

5. **Question:** Should we include Attachment B in our response, or does the Letter of Interest replace it? Is the cover letter referred to in Section IX.B.1 the same as the Letter of Intent in B.2.a?

Answer: Yes, Attachment B should be included in the Appendix section. Yes, the cover letter referred to in Section IX.B.1 the same as the Letter of Intent in B.2.a

6. **Question:** Should Attachment C be included in the proposal response? If so, where?

Answer: Yes, and it should be in the Appendix section.

7. **Question:** The RFP states that we can provide a minimum of 3 references. Is there a maximum number of references?

Answer: Three (3) references is the minimum required for this project, but five will be accepted (See Attachment D).

8. **Question:** Does any subcontractor need to provide a minimum of 3 references?

Answer: No

9. **Question:** What are the Big Data products or sources that TPB has already access to at this time?

Answer: While TPB staff has some limited experience with and access to Big Data, it will not disclose at this time what that experience entails. The intent of this undertaking is for a consultant to first understand TPB's program requirements, and then, based on that understanding, leverage its own experience with and understanding of Big Data to conduct a fully independent evaluation as described in the scope of work. It is TPB staff's opinion that providing this information at this stage of the process will introduce bias. Such disclosures will likely be made to the awarded consultant at or around the time of the project kickoff meeting.

10. **Question:** What does the Cost and Price Analysis factor (Section XII, Page 16) include for evaluation, given that the budget of this project is already set?

Answer: The stated budget is a "not to exceed" budget. The stated budget does not preclude proposers from offering a lower price.

The below formula is used to award points for the cost and price factor.

$$\frac{\text{Lowest price proposal (x) weight}}{\text{Price of proposal being evaluated}} = \text{Evaluated price score}$$

Lowest cost proposal will get the maximum allowable points.

11. **Question:** Can you please confirm that the cover letter and letter of interest are the same item?

Answer: Yes

12. **Question:** Regarding RFP section IX, A. Format and B. Proposal document Organization. These items seem to slightly conflict. Please confirm that the offeror is to have the main sections of the response follow the a-g list under B.2, and the technical requirements under A. Format are to tuck into the corresponding a-g heading. For example:

d. Qualifications of the Firm and key Personnel

Section 1. Qualifications of the firm and key personnel

- a. This section shall provide the professional credentials and expertise of the Offeror and key personnel assigned to this project.
- b. Although standard personnel resumes may be included as attachments to the proposal, amplification specific to this solicitation is required in this section.
- c. The absence of such project specific information shall cause the proposal to be deemed non-responsive.

Answer: Yes.

13. **Question:** We are considering bidding on RFP 19-012, but have a question on DBE payment requirements. The RFP has the following language...

“... (2), monthly DBE payment documentation is required by the 20th day of the month following the month the work was performed...”

And The Disadvantaged Business Enterprise Program Administrative Program and Policy (49 CFR-Part 26) contains this language...

“The prime contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than thirty (30) days from the receipt of each payment the prime contract receives from COG. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of COG. This clause applies to both DBE and non-DBE subcontracts.”

Our corporate policy is to pay subcontractors once we have been paid by our client. The RFP language seems to preclude that, but the policy seems to allow it. Could you please clarify which will apply to this project?

Answer: The RFP specific language is the one that would be in force on this project.

“... (2), monthly DBE payment documentation is required by the 20th day of the month following the month the work was performed...”

NOTE: All other terms and conditions to RFP No. 19-012 remain the same.