

REQUEST FOR PROPOSALS

For the Review of the Partnership's Procurement Model

RFP No. RP211-2015-01

QUESTIONS & ANSWERS

Please see the answers below regarding any questions raised in relation to this RFP.

1. Question:

Several Schedules are to be completed by Proponents and included with proposals. Please provide these Schedules in Word format.

Answer:

These have been provided as attachments in Word format.

2. Question:

In 1.8 Submission Requirements, Proponents are asked to include 'understanding of . . . strengths of the proposed approach.' What does this phrase refer to, e.g. understanding of the strengths of the Proponent's proposed approach? Or something else?

Answer:

Proponents are asked to summarize their understanding of the requirements of the RFP and the strengths of their proposal, including why the proposed method or approach would help achieve the project's objectives.

3. Question:

In Section 1.8 of the RFP, item d) requests references and samples for three similar projects and refers to Schedule D Form 1). In addition, Section 1.9.2. Rating Criteria, there is a requirement for "up to 3 case studies that demonstrates similarity to the services requested in Schedule A." Is it intended that the case study descriptions are included in Schedule D Form 1 or should the

case study descriptions be included in the main body of the submission? Or as appendices?

Answer:

The case study descriptions should be included in the main body of the submission. Descriptions may, for example, include an outline of the problem, solution implemented and the outcomes achieved. Case studies do not have to be related to the references provided in Schedule D Form 1. If deemed necessary, case studies may also be included as appendices.

4. Question:

Note that Schedule D, Form 1 states that “Past performance will be evaluated on a pass/fail basis.” However, the case studies are included in the rated evaluation criteria (i.e. not solely pass/fail). Please clarify the relationship between the references and the case studies.

Answer:

Information related to the case studies will be evaluated as noted in the Evaluation criteria.

Past performance is not included in the evaluation criteria but will be assessed, if required, once the Partnership has determined a short list of vendors. Assessment of past performance helps to further determine the fit between each proponent and our organization and the needs of this project. Please see Page 10 Cumulative Score for additional details.

5. Question:

Schedule E is titled “Project Deliverables and Milestones.” Is it intended that the Deliverables are the 13 items listed under Project Scope on page 18 of Schedule A, and the Milestones are the dates and items listed under Timelines and Milestones? Or is there flexibility to organize the Deliverables in a different way provided that all 13 items are included?

Answer:

The 13 items listed under Project Scope are the projected deliverables for the project. The milestones listed under Timelines and Milestones comprise the high-level roadmap for the project to ensure we complete the project by June 2016.

There is some flexibility in how deliverables are organized in Schedule E provided that key milestones are achieved.

6. Question:

Are you able to share the budget envelope to help proponents develop a proposal that will meet your expectations?

Answer:

The Partnership has allocated up to \$125,000 (inclusive of taxes and all expenses) to complete this work.

7. Question:

Please describe the nature and content of the historical spend analysis and projected spend data that will be made available to the successful proponent. In particular, will spend be parsed into the three buckets outlined in the RFS (engaging partners, sourcing vendors and selecting talent)? This information will be an important part of scoping the work that will be required to complete this project.

Answer:

This information will be made available to the successful proponent to help tune the scope of the project and support data analysis requirements.

8. Question:

Please clarify whether the Partnership is requesting a fixed fee proposal of a ceiling price proposal based on time spent (work effort X hourly/per diem rate). Schedule C refers to both "Total Proposed Price" and "Agreement Ceiling Price for Fees."

Answer:

The Partnership is requesting a fixed fee proposal based on time spent. This should be aligned to the maximum allocation to complete this work, as noted in Question 6.

9. Question:

The type of consulting services required by the RFP is not 'dated' after two or three years. Would you agree to extend the reference and case study eligibility period to five (5) years rather than three (3) years?

Answer:

The Partnership will accept references within the last five (5) years.