

SACRAMENTO REGIONAL COUNTY SANITATION DISTRICT
RFP No. 9012 - On-Call Meeting Facilitation and Strategic Consulting Support Services

RESPONSE TO QUESTIONS POSTED May 30, 2017

Date	Question	Response
5/11/2017	Whether companies from outside USA can apply for this? (like,from India or Canada).	Yes they may.
5/11/2017	Whether we need to come over there for meetings?	A majority of the tasks noted within the scope of services necessitate the consultant’s ability to be on site and in-person for meetings.
5/11/2017	Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)	Again, a majority of the tasks require the consultant to be on-site and in person to perform services.
5/11/2017	Can we submit the proposals via email?	Proposals may not be submitted via email. Please refer to Section VI.L of the RFP document for more information.
5/19/2017	We assume that the difference between listing “relevant experience” and “relevant work efforts” is that the work efforts also require specific reference information and that relevant experience does not require specific client references. Can these items overlap or do you require the minimum 5 work efforts, plus descriptions of other experience? This is important to know due to the page restriction.	<p>Section VI.B is hereby replaced with the following language:</p> <p>Provide the following information detailing five (5) examples of projects (projects similar/relevant to the scope of services noted in this RFP) that your firm has completed within the last seven (7) years:</p> <ul style="list-style-type: none"> o A brief description of the project o The dates during which the work was performed, o Key staff involved in the effort, o Your firm's role in the effort, and o The name, title, and phone number of the agency contact person. <p>Restrictions: 5 pages maximum</p>

5/19/2017	<p>The RFP directs each proposer to provide resumes for each team member in an Appendix. The RFP does not specify whether such an appendix is included in the page restrictions for this section. It will be difficult to provide all the information requested under this section, including resumes, in 5 pages.</p>	<p>Section VI.D</p> <p>The requested team member résumé documentation is excluded from the maximum page restriction on proposal pages to submit.</p>
5/19/2017	<p>The RFP states, “Cost proposal must contain the billable hourly rates of all consultant team members included in the proposal.” It does not specify whether the cost proposal is only limited to the provision of rates (i.e., through a rate table) or whether the Districts expect to receive an itemized cost proposal describing proposed costs per staff per task, plus direct expenses; resulting in a total proposed cost for services by the consultant. Any itemized cost proposal will by necessity include each staff person’s rates; however, a rate sheet of just labor rates is not an itemized cost proposal. Which of these options do the District seek?</p> <p>If the Districts seek an itemized cost proposal, this will be difficult to provide based on information in Section IV – Scope of Services because the requested services are not itemized to define numbers of meetings, anticipated duration of meetings, locations, and other metrics that are commonly considered to prepare an itemized cost proposal.</p>	<p>Section VI.K</p> <p>Due to the nature of the services being on-call, the Districts are only requesting billable hourly rates at this time. Once a contract is executed with the highest ranked firm, and following a request for services, consultant will prepare a written proposal. The proposals shall be reviewed and approved by the Districts’ Project Manager.</p> <p>The proposal and cost estimated must be approved, in writing, by the Districts’ Project Manager, and accepted by the consultant before any work may begin. The proposal must identify the task or services to be performed, include an estimated schedule for its completion, describe the work products/deliverables to be provided and the compensation to be paid (including staff hours and Other Direct Costs (ODC). The consultant shall not begin work until such written authorization is received.</p>