

RFP No. BLR-170003: Questions/Answers 7/27/2017:

1. Please advise if hourly rates are a factor in cost evaluation, or if the total not-to-exceed amount in the last row of Attachment A is the only element evaluated. **All pricing information will be evaluated by the Subcommittee.**
2. When will Q&A responses be posted publicly? Questions are due on Friday, August 11, and proposals are due Friday, August 18. This offers interested Vendors limited time to incorporate any significant new information into their proposals. Would the BLR be amenable to publishing answers on a rolling basis? **The Questions and Answers regarding the RFP will be posted weekly on the Office of State Procurement website with the RFP documents. If any new questions are received during the previous week, the postings will occur Monday, July 31; Monday, August 7; and Monday, August 14.**
3. The Requirements List indicates respondents should provide 25 hard copies of the redacted response, including OPPS. RFP Section 1.3 seeks signed Original copies. Please confirm that the copies requested under Section 1.3 are in addition to the 25 requested in the Requirements List. **The 25 copies are in addition to the signed originals that should be submitted. They are for the use of the Subcommittee members and staff.**
4. Section 5.5. states that "The Vendor should demonstrate the work the Vendor has done for clients during the past three (3) years and indicate which individual on its staff was responsible for the work". When providing this listing of individual staff members, should Vendors only include those individuals who are also being proposed for this project, or any and all company employees who worked on projects over the past three years? **Please list the staff member that was primarily responsible for the work on each project regardless of whether he or she will be assigned to the project proposed by this RFP.**
5. Section 2.1 provides that "The Vendor shall provide this information in a timely manner to the Subcommittee in order to assist the Subcommittee in compiling its report due December 1, 2018". Does the Subcommittee have a preferred timeline or target dates for the Vendor's input and/or draft reports to enable this objective to be met? **A proposed timeline should be included in the Vendor's proposal in response to the RFP. The Subcommittee has not established a timeline yet.**
6. The second bullet in Section 2.1 notes that the Subcommittee has been tasked with studying "the impact of procurement processes on the legal, architectural, engineering, construction management and land surveying professions[.]"

Please confirm that the Contractor is tasked with reviewing the procurement laws, policies and practices as they relate to the State's purchasing of all types of goods and services, including but not limited to the procurement of these enumerated professional services. **That is correct. The project will encompass a review of all Arkansas procurement laws, procedures, and regulations, including without limitation the procurement of services from the listed professions.**

7. In section 3.0 the RFP seeks "Assistance with draft legislation based on recommendations adopted by the Subcommittee". Could the BLR please clarify if the adoption of recommendations and drafting of legislation are expected to occur through the course of the engagement or if Vendors should target a particular timeframe. **Adoption of recommendations and assistance with draft legislation will most likely occur during the final months of the project as the study is concluding. A timeline for these functions should be included as part of the Vendor's proposed plan for the project.**

Given that the timing and volume of work associated with Assistance with Draft Legislation may be difficult to estimate, is it allowable to assume it will be billed at the proposed hourly rate but not included as part of the Total Maximum Amount of Bid? **The total maximum amount of the bid will be the maximum amount of the contract, if accepted. The Vendor will invoice the BLR based on the hourly rates listed in its OPPS and actual travel expenses. The Bureau will pay those invoices up to the maximum contract amount. All work performed under any resulting contract will be within the maximum contract amount.**

8. Please confirm that the evaluation of Past Performance referenced in Section 1.15 will be based on the Vendor's response to Section 5.5. **Yes.**
9. Can the BLR provide any guidance on the number of Subcommittee Meetings vendors should assume when developing cost estimates? **A minimum of one per month through December 2018, with the possibility of 2 or more per month as the study progresses.**
10. Section 4.2 proposes reimbursement of travel expenses for attending Subcommittee meetings and seeks an estimate of expenses for travel related to field work. For the purposes of this estimate, and completing the OPPS, would an all-inclusive daily rate be acceptable as the "Price per Unit" for Travel? **The Vendor may submit their estimate in this format. However, upon award of a contract, travel will be reimbursed based on documented, actual expenses, and will be a part of the maximum contract amount.**