

On-Call Consultancy Services RFQ

SPC Response to Questions

On Wednesday, February 7, 2018, SPC released a Request for Qualifications (RFQ) for *On-Call Consultancy Services*. Interested firms were given the opportunity to submit written questions to SPC concerning the RFQ. The deadline for submitting questions was 4:00 PM EST on Monday, February 26, 2018.

The RFQ stated that SPC would provide written answers, including any amendments to the RFQ, if necessary, no later than close of business on Friday, March 2, 2018. The questions and SPC's answers would be posted on the SPC website (www.spcregion.org) and e-mailed to each firm that requested a copy of the RFQ.

The twelve questions that SPC received, and SPC's answers, are presented in the report below. No amendments to the RFQ were necessary.

On Friday, March 2, 2018, this report was posted on the SPC website and e-mailed to those who requested a copy of the RFQ.

Q1: We want to add a firm to the team that is currently in the process of obtaining the PA UCP DBE certification from PennDOT's Bureau of Equal Opportunity. If we add the firm on to the team now as a non-DBE firm, can we change the firm's credentials to DBE once the firm receives DBE certification from PennDOT?

A1: Yes, however, the subconsultant firm will not be counted toward the lead firm's "good faith efforts" in responding to the RFQ as documented on the DBE Good Faith Effort Plan Form. Only those firms that are PA UCP-certified before the response date of this RFQ qualify as Disadvantaged Business Enterprises for inclusion on the DBE Good Faith Effort Plan Form. One of the criteria that firms/teams will be scored on is based on information provided in the Statement of Qualifications regarding the meaningful participation of DBE firms included on the team. The firm will not be considered as part of the DBE component of the team that will be evaluated through the technical review process. Assuming that the lead firm is awarded a contract, and the subconsultant firm is successful in obtaining the PA UCP-certification, at that point any work done by the subconsultant firm under an assigned work order would count as DBE participation.

Q2: If there is a work order that is targeted to a specific topic area, does that go directly to the sub or would it still go through the prime?

A2: SPC will execute a contract with the lead firm, and not with the subconsultant firm(s) on the team. At a minimum, an assigned work order will need to include administrative hours for the lead firm since the lead firm will be responsible for oversight of work completed under the work order, invoicing, and making payments to the subconsultant firm(s) that were utilized for the work order.

Q3: Can firms be on multiple teams?

A3: Yes. There is no limitation to the number of teams that a subconsultant firm can be on.

Q4: If a firm offers only a few specific services, can they submit separately for those areas?

A4: Firms/teams may request to be considered for any one or more of the eight areas of specialization that are shown in the Scope of Services (Appendix A). Firms/teams must demonstrate that they have the specialized experience and technical expertise needed by SPC on an “on-call” basis to be fully capable of performing all of the potential work tasks listed under the individual area(s) of specialization for which they are requesting consideration.

Q5: Does each subcontractor have to complete the Scope of Services Response Area(s) form?

A5: No. The lead firm is responsible for completing the Scope of Services Response Area(s) form on behalf of the entire team.

Q6: Does each subcontractor need to complete an SF 330, or just the lead firm?

A6: Yes. SF 330 information must be provided for each firm included on the team. The lead firm is responsible for submitting one combined SF 330 package that covers the entire team.

Q7: I just want to confirm that the DBE subconsultants do not have to provide an SF 330, or any sort of resumes or projects for this proposal. According to the checklist, only the lead firm is to submit those items, but I wanted to clarify since that would mean that we would not be including any resumes or projects for the subs.

A7: SF 330 information (including resumes) must be provided for each firm included on the team. The lead firm is responsible for submitting one combined SF 330 package that covers the entire team.

Q8: For the Required Forms, does the requirement for maintaining interactive PDF forms include the SF 330? I believe SF 330 interactive PDF forms cannot be combined. The prime consultant would be getting parts of these forms from the subconsultants. To keep the form interactive, the prime would have to retype information from the subconsultants. Also, additional pages would not be able to be added.

A8: The requirement for maintaining interactive PDF forms was originally intended to include the SF 330. This could be accomplished by combining the SF 330 component forms into a PDF portfolio. But since SPC does not intend to extract the data from the SF 330, it is acceptable for the SF 330 submission to be static as long as all of the information is combined into one master SF 330 package that covers the entire team.

Q9: Do we have to use the interactive SF 330 provided on your site, or could we use our own SF 330 forms?

A9: The SF 330 form that SPC provided on the RFQ webpage was taken directly from the U.S. General Services Administration (GSA) website. The RFQ specifies that the SF 330 should be developed specifically for responding to this RFQ. Technical expertise and specialized qualifications contained within should be directly relevant to the potential work tasks listed in Appendix A (Scope of Services) for the area(s) of specialization for which the team is requesting consideration, as well as include experience on similar “on-call” contracts.

Q10: We are potentially teaming with a firm for the On-Call Consultancy Services proposal, but before we do – are there any pre-qualification, vendor registration, certification, etc. requirements needed from subcontractors in order to do work with SPC?

A10: Any subconsultant firm that is included on a team must submit all of the required forms and insurance certificates that are specified in the RFQ. There are no additional steps required for firms that have not previously done work for SPC.

Q11: We envision that DBE goals for each work order will be dependent upon funding source. Can you provide estimated percent or targets that teams might need to reach for DBE goals?

A11: No DBE goal has been set for this RFQ. Firms/teams must make a Good Faith Effort to achieve DBE participation for each assigned work order. The actual amount of DBE participation for a work order will be dependent on the work tasks being requested and the availability of DBE staff that are qualified to assist with the completion of those tasks in a meaningful way.

Q12: Does SPC anticipate deploying more technology and GIS related work orders? And, if so, can you share anticipated project types?

A12: Any specific work orders to be assigned through these contracts have yet to be determined. Work orders will be generated as work is identified by SPC staff throughout the contract period. Firms/teams should be prepared to respond to work order requests related to any of the potential work tasks listed under the area(s) of specialization for which they are requesting consideration.

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