

Addendum No. 1

Inquiries and Responses

RFP Solicitation 3000001675

Information Technology Applications

1. Is the state planning to use all roles listed in the RFP? Also, are the quantities listed on the cover document the maximum contract price?

A: Possibly, but unknown until the specific needs arise and tasks are requested. The quantities listed are for price evaluation and comparison purposes only and do not necessarily reflect the number of hours being requested for each role. The maximum contract price will be based on the winning proposal to this RFP.

2. On page 42 it is mentioned 100,300,100,500 hours etc. Do we need to quote for only those hours even if the project is for 3 years?

A: Yes. Those are on a one year basis.

3. There may be cases where the best resource for a task order is one who is not local to Baton Rouge and would need to travel to State of Louisiana DOTD. Does State of Louisiana require all resources on this contract to work on site at State of Louisiana DOTD in Baton Rouge, LA for all billable hours? If so, we will build in travel costs to the hourly rate where necessary. If not, we will go with a lower hourly rate for those resources.

A: While not all hours would need to be onsite, there is certainly a need for hours onsite during requirements definition, testing, training, etc. All expected travel costs should be built into the hourly rate.

4. Page 11 states "Name(s) of the Proposer listed must precisely match the name(s) filed with the Louisiana Secretary of State, Commercial Division, Corporations Section, if proposer is a corporation", however, page 18 states that "Upon the award of the contract, if the Contractor is a corporation not incorporated under the laws of the State of Louisiana, the Contractor shall have obtained a certificate of authority pursuant to R.S. 12:301-302 from the Secretary of State of Louisiana prior to the execution of the contract." Are vendors required to be registered with the Louisiana Secretary of State, Commercial Division, Corporations Section at the time of proposal submission, or is this a task we can handle upon contract award?

A: 7.2 Corporation Requirements has been amended to read as:

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Prior to the award of the contract, if the Contractor is a corporation not incorporated under the laws of the State of Louisiana, the Contractor shall have obtained a certificate of authority pursuant to R. S. 12:301-302 from the Secretary of State of Louisiana.

Prior to the award of the contract, if the Contractor is a for-profit corporation whose stock is not publicly traded, the Contractor shall ensure that a disclosure of ownership form has been properly filed with the Secretary of State of Louisiana.

5. Page 13 states “Customer references (name, title, company name, address, and telephone number) should be provided for the cited projects in the individual resumes”. Do these references need to be able to speak on behalf of the individual listed, or can they be companywide references?

A: Not sure we understand the difference. We need to be able to check references if needed.

6. On page 23 of the RFP, a list of technologies is provided. Can you please clarify which technology you refer to by “Microsoft .NET WINForms”? Is this a third-party tool or does this refer to Windows Forms applications?

A: This is actually referring to Microsoft .NET and apps developed in Visual Studio.

7. Are there any incumbent vendors providing any of the services requested in this RFP? If so, who are those vendors?

A: Miscellaneous vendors have done small projects on separate contracts in the past, but there is no incumbent vendor for this type of task based contract.

8. Are there any firms that are not eligible to bid?

A: Yes

9. Is there a correction needed for the period of performance between CLIN 1 and 2 as they both are 04/15/2013-04/14/2014 when one is for FY’ 13 and the other is for FY’ 14?

A: The cover page in LaPac is a boiler plate that cannot be edited. The only place Consultant Contract Service can enter information is under Notice to Bidder. The language provided under Notice to Bidder is to advise that nothing on the cover page applies to the advertisement and that only the attached PDF copy of the actual Request for Proposals applies.

10. Is there a CLIN 3 for the 2nd option year?

A: See Question 9 response.

11. What is the minimum guaranteed value of this contract?

A: There is no guaranteed value of this contract. Depends on needs and budget available.

12. What is the shortest expected duration of a task order? How many in each category?

A: Could be only a few hours depending on the need. How many in each category is unknown.

13. “Notice to bidder: See detailed attached advertisement for terms and conditions for services and submittal requirements. The attached advertisement terms and conditions supercede any terms and conditions contained within this cover document. Questions to be Completed by Vendor above on this cover page are not to be completed by Proposer.” What is the definition of “bidder”?

A: See question 9 response. The caption Notice to Bidder is part of the boiler plate cover page that cannot be changed.

14. “Notice to bidder: See detailed attached advertisement for terms and conditions for services and submittal requirements. The attached advertisement terms and conditions supercede any terms and conditions contained within this cover document. Questions to be Completed by Vendor above on this cover page are not to be completed by Proposer.” What is the definition of

“vendor”?

A: See question 9 response. The caption Questions to be completed by vendor is part of the boiler plate cover page that cannot be changed.

15. “Has adequate financial resources for performance, or has the ability to obtain such resources as required during performance” How is “adequate financial resources for performance” measured/evaluated?

A: As stated in 3.2 Determination of Responsibility standards are set forth in LAC 34:136 For more information internet search for Title 34, Part V 34:136

16. “Is able to comply with the proposed or required time of delivery or performance schedule” What schedule?

A: The schedule as defined by each task order and the commitments made.

17. “Has a satisfactory record of integrity, judgment” How is “integrity” measured/evaluated?

A: Based on information obtained from the Proposal, references, etc. as determined by the Proposal Evaluation Panel members.

18. “Has a satisfactory record of integrity, judgment” How is “judgment” measured/evaluated?

A: Based on information obtained from the Proposal, references, etc. as determined by the Proposal Evaluation Panel members.

19. “Is otherwise qualified and eligible to receive an award under applicable laws and regulations.” What are examples of satisfactory evidence?

A: Resumes with task performed and dates of tasks, is an example.

20. “The Proposer should provide detailed information about the experience and qualifications of the Proposer's assigned personnel considered key to the success of the project.” It is not clear to us who is expected to be “key personnel”? This is for supplemental services without a clearly defined task order.

A: The proposer should be able to provide this information for each of the key roles listed as any may be needed. Which ones would be used and how much will depend on the task orders that arise over the course of the contract.

21. “This should also specifically include the role and responsibilities of each person on this project, their planned level of effort, their anticipated duration of involvement, and their on-site availability.” What is the scope of work for this project?

A: The scope will be determined on a task order basis and the successful proposer needs to be able to respond as needed.

22. “Proposer's understanding of the nature of the project” What project?

A: This project is to be able to handle and respond to a series of task order based needs, estimate the effort for each task order and upon approval deliver what is needed in the time promised for the amount of cost estimated.

23. “Its functional approach in identifying the tasks necessary to meet requirements.” What requirements?

A: This project is to be able to handle and respond to a series of task order based needs, estimate the effort for each task order and upon approval deliver what is needed in the time promised for the amount of cost estimated. A single task might even be to simply define the requirements before providing the estimates for the remaining tasks in the task order.

24. “A description of the approach to Project Management and Quality Assurance.” If we are providing staff augmentation why are we responsible for project management and QA? Is there a role for PM for contractors?

A: If a proposer is selected, they would need to manage the task order definitions, the estimates, the assignment and provision of resources, the delivery of projects, the testing and QA, the costs, the billing, etc.

25. “A proposed Project Work Plan that reflects the approach and methodology, tasks and services to be performed, deliverables, timetables, and staffing.” For what project?

A: This project is to be able to handle and respond to a series of task order based needs, estimate the effort for each task order and upon approval deliver what is needed in the time promised for the amount of cost estimated.

26. “Proposer should define its strategy for project team organization and task assignments to transfer application knowledge, to position DOTD to be self-sufficient after implementation.” For what project?

A: This project is to be able to handle and respond to a series of task order based needs, estimate the effort for each task order and upon approval deliver what is needed in the time promised for the amount of cost estimated.

27. “Identify areas of project risk and procedures to mitigate these risks.” Do you mean as part of a Staff augmentation contract?

A: Risk Mitigation should be considered on all approved task orders.

28. Will DOTD accept personnel working offsite (not at DOTD HQ) on this contract as a way to reduce cost to the State?

A: While not all hours would need to be onsite, there is certainly a need for hours onsite during requirements definition, testing, training, etc. All expected travel costs should be built into the hourly rate.

29. Which of the positions listed in the bid are considered key personnel to the State?

A: The proposer should be able to provide each of the key roles listed as any may be needed. Which ones would be used and how much will depend on the task orders that arise over the course of the contract.

30. Given the contract execution date is on or about May 1, 2013, at what point can the winning vendor expect key personnel to be fully utilized?

A: The selected vendor would be called as needed for each task order and schedules would be agreed upon before task order approval.

31. Is DOTD anticipating ongoing maintenance and support for Application and Infrastructure and if so, what skills and technologies will be required

A: As stated in the RFP, DOTD expects that the selected vendor will help assure knowledge transfer of every task order to assure DOTD can self-support the deliverables in the future.