

Addendum No. 1
Inquiries and Responses
Solicitation No, 3000002260
Consultant Contracts Interim or Post Audit Services

QUESTIONS:

1. Section 5.5 appears to request an hourly rate with a NTE value of \$60,000 for the contract duration.

Response: Contractor will be paid no more than \$60,000 **per year**. The yearly amount paid includes the following: the number of hours worked times the hourly billable rate plus any approved reimbursed travel expenses as per Travel Guide/PPM 49.

2. Section 3.1 requests an hourly rate with the requirement that the respondent provide the NTE value expected under this contract.

Response: The Section 3.1 you are referring to is in Attachment III: **Sample Contract**.

3. Is the intent of this contract to provide a NTE value of \$60,000 and perform whatever amount of work can be accomplished under this threshold?

Response: *Yes, Attachment I details the scope of services, tasks and services, functional requirements, project requirements, deliverables or desired results that the DOTD requires of the Selected Contractor's **at their proposed firm fixed hourly billable rate**.*

4. Conversely if the respondent is to provide the NTE value of the contract can DOTD provide the following:

- a. Can the expected number and type of consultant audits/contracts to be audited be provided to respondents? There may be different types of consultant rates and structures to be reviewed given different types of professional services: for example: there may be lump sum contracts, unit price contracts (e.g. testing), as well as 'traditional' hourly rates with NTE caps. **See Response to Question 3.**
- b. Is the expected average duration of contracts to be audited available (this provides helpful information in number of invoices to review)? **No**
- c. Is the expected Location of audits available? **Primary at DOTD Headquarters in Baton Rouge, Louisiana where DOTD will provide office space, telephone and office equipment at DOTD Headquarters Audit Section 31, as needed at no cost to the Contractor.**

5. The scoring methodology appears to be based on hourly rates alone. Please confirm if this is the case and/or how NTE contract value will be factored into the 25 point price score.

6.5 Evaluation and Review

Proposals that pass the preliminary screening and mandatory requirements review will be evaluated based on information provided in the proposal. The evaluation will be conducted according to the following.

Each proposal shall be rated for Categories one through three, with 0 being the lowest score and the highest possible score as shown for each category.

Category 4, Hudson/Veteran Small Entrepreneurship shall be rated as specified in 6.5.1 Veteran-Owned and Service-Connected Small Entrepreneurships (Veteran Initiative) and Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) Programs Participation.

Category 5, Cost shall be rated as follows: The proposer with the lowest hourly billable rate shall receive 25 points. Other proposers will receive points for price based upon the following formula:

$$\text{Price Score} = \frac{\text{Lowest Proposed Hourly Billable Rate} \times 25}{\text{Proposer's Hourly Billable Rate}}$$

The Evaluation Team will evaluate and score the proposals using the criteria and scoring as follows:

<u>CRITERIA-CATEGORY</u>	MAXIMUM SCORE
Experience on similar projects	20
Personnel experience as related to the project	20
Proposer's understanding of the project (approach and methodology)	25
Hudson/Veteran Small Entrepreneurship Program	10
Price	25
TOTAL SCORE	100

- a. Request confirmation that allowable reimbursable expenses are not to be included in the price submittal.

The hourly billable rate requested in the Price Proposal should not include costs related to travel expenses.

5.5 Cost Information

DOTD proposes to reimburse travel expenses as specified in Travel Guide/PPM49) to provide the scope of services as outlined in this RFP. Contractor must have prior approval from assigned DOTD project manager before conducting any on-site reviews.

Contractor will be paid no more than \$60,000 **per year.**