

Statewide Commuter Support Services RFP
Responses to Questions

- 1. Are there restrictions as to where work is to be undertaken? Will working space be made available for co-location here in this building or does the proposer need to provide that space?**

The Department will not provide office space in this building. Proposers must provide their own working space appropriate to completion of the work scopes.

- 2. Clarification: so there is not a particular requirement for location of office?**

Working locations should be convenient to services being provided.

- 3. Do you have any views of current areas of the program that do not meet expectations?**

I can't answer that question.

- 4. Will the goals listed on the Scope of Work remain the same?**

The goals are provided as a guideline to indicate the level of effort that should be put forth.

- 5. Are there critical changes you want to make in the existing program?**

Please refer to Article 1 and Attachment C of the RFP

- 6. What areas do you want improved in the existing program?**

Please refer to Article 1 and Attachment C of the RFP

- 7. Would you prefer a creative/marketing agency as a sub-contractor in the proposal or that the service provider work with an agency of CTDOTs choosing?**

It will be the responsibility of the service provider to solicit and select marketing subcontractors within the procurement guidelines set forth in the Agreement and in compliance with all applicable state and federal regulations.

- 8. Are there any limitations on how staffing is identified in the proposal? Can positions be listed as TBD?**

TBD is acceptable. However, key personnel must be specified.

- 9. Please define KEY Personnel positions for the staffing plan.**

Key personnel are those individuals that will be assigned responsibility for the project outcomes.

- 10. Is there a minimum number of RFP proposals required in order for a selection to be made?**

No. In the event where less than 3 proposals are received and the agency wishes to make a selection, the agency must submit a request for a Waiver from Competitive Solicitation to OPM for approval before selecting the future contractor.

11. What are the expectations of the transition period? Would it begin on September 1, 2017?

Transition would not begin until there is a state budget and agreement in place. The Department is targeting September 1, 2017 to have an agreement in place and no work would be required to be undertaken until the agreement was in place and a notice to proceed given by CTDOT.

12. Part C, Cost Proposal, asks for ‘expected billing rates’ for years one and two. With the state wage freeze in effect, should bidders offer two different billing rates for years 1 and 2? Also, is the state looking for actual raw rates (e.g., certified payroll) marked-up on a person-by-person basis, or is the state requesting we develop proposed billing rates by position (exclusive of specific personnel)?

Proposers are allowed to offer different rates for years 1 and 2, but rates will likely be subject to a wage freeze if one is in effect at the time the contract is re-negotiated in subsequent years.

Proposers are not required to list all personnel in the proposal, only key personnel (see response to question 8). For positions that are listed as “TBD”, the rate should be a proposed rate, exclusive of personnel.

13. Can you please clarify whether the evaluation criterion are weighted, and if so, on what proportional basis?

The evaluation criteria are listed in descending order of importance, but consecutive items may have equal weight.