

2017 CVA RFP Questions Received and DEEP Responses:

Q: Is this document the RFP for the 2018 boating season, or for the 2017 reimbursement process? What do I need to submit now?

A: Yes, this is the RFP for the 2018 Boating Season. What is requested now is a complete application and a proposed budget for your 2018 CVA project. That may include a request for any combination of operation and maintenance, repair/upgrade or new construction activities for portable, stationary or vessel pumpout facilities. The 2017 boating season reimbursement request is not due until the close of the boating season when you have decommissioned your pumpout facility for the season, but not later than January 15, 2018.

Q: There is a question on the application that asks whether or not I have a fuel dock and if the MSDF is located on the fuel dock. The fuel pump and tank are on the upland, but the dispenser is on the dock. Do I answer yes or no to that question?

A: Since fuel is dispensed to customers on the dock, you would answer “Yes” to that question.

Q: I have started filling out the 2018 Clean Vessel Act Application Form and I noticed that Section IX Attachment E is required and only prints or digital prints are accepted. Does this include emailed copies? If so, who would I send these to?

A: You can e-mail the photos to Sue Simonds at sue.simonds@ct.gov. Please be sure to include the applicant name in the e-mail so that she knows which facility the photos are from.

Q: Are we correct in assuming we need to complete the a new CVA Grant Form for the 2018 season by August 9th, and that the completed form needs be sent to your attention ? Or do we sent whatever form is required to DEEP in Old Lyme?

A: Yes. In order to be eligible for the CVA 2018 funding year reimbursement, you must submit a completed application form and all required attachments by 4:00 PM, August 9, 2017. The completed form must be sent to Sue Simonds at sue.simonds@ct.gov. Hard copies of the application are also accepted and must be received at the DEEP Marine HQ Facility located at 333 Ferry Road, Old Lyme, CT 06371 by the deadline.

Q: The RFP uses the phrases “Applicant”, “Proposer”, “Bidder” and “Contractor”- are these all the same entity? Also, it uses the phrases, “application” and “proposal” – are these meant to be interchangeable for the same action?

A: The answer to both questions is “yes”.

Q: Under item 4, Eligibility and Selection Criteria does not list “operation” of a MSDF as an eligible activity for funding. Also, Appendix C: Clean Vessel Act- Application Evaluation Form, item 3 does not list “operation” of a MSDF as an eligible activity. a. Is “Operation” of an MSDF an eligible activity?

A: Yes, operation of an MSDF is an eligible activity

Q: Under item #6, Communications Notice – can you provide the website/ address information of State contracting portal that we are required to monitor? Please note that we were unable to access “Biznet” to download the RFP announcement.

http://www.biznet.ct.gov/SCP_Search/BidDetail.aspx?CID=43749

A: note: For those applicants that could not access BizNet, DEEP will post a link on their CVA [frequently asked questions](#) (http://www.ct.gov/deep/cwp/view.asp?a=2686&q=588598&deepNav_GID=1620) for CVA applicants

Q: Under item 7, RFP Timeline

a. July 20, 2017, Proposer’s Conference, if requested by any applicant.

i. What is the purpose of a Proposer’s Conference? 1. Is this a one-on-one or can it be a group meeting (meaning multiple Proposers)?

ii.

A: The purpose of the meeting is to answer any questions that an applicant may have. The meeting will be comprised of any proposer that wishes to attend.

Q: In a Proposer’s Conference, would we be allowed to ask questions? The RFP requires all questions to be in writing.

A: Yes, DEEP will address questions verbally.

Q: August 9, 2017, Deadline for Submitting First Round of Proposals.

i. The RFP only provides 4 business days between issuing answers and the deadline for submittal of proposals. This is a tight timeline, depending on the extent of documentation required (i.e. bidding/ responses) and the ability to obtain such. 1. Will you grant an extension to the Deadline for Submitting Proposals at this time?

A: The deadline will not be extended. Pending the availability of funding, proposals received after the initial submission deadline will be reviewed on a rolling continuous basis for critical project construction, repairs or upgrades as determined by program needs.

- Q: Will there be a date provided for submitting a second round of proposals?
- A: No, the applications will be available on a continuing rolling basis pending availability of funds.
- Q: August 16, 2017, Contractor Selection. How is the Contractor notified?
- A: Contractors will be notified by email.
- Q: September 6, 2017, Start of Contract Negotiations. Can you provide clarification of what a “Contract Negotiation” is? i. Are the terms of these requests negotiable?
- A: The final award of approved contracts is subject to the amount of federal funding available. Contracts may be awarded at a less than requested amount in consideration based on past expenditures and availability of funds.
- Q: What is the website/address of the DAS Contracting portal that we are required to monitor?
- A: http://www.biznet.ct.gov/SCP_Search/BidDetail.aspx?CID=43749
note: For those applicants that could not access BizNet, DEEP will post a link on their CVA [frequently asked questions](http://www.ct.gov/deep/cwp/view.asp?a=2686&q=588598&deepNav_GID=1620) (http://www.ct.gov/deep/cwp/view.asp?a=2686&q=588598&deepNav_GID=1620) for CVA applicants
- Q: The RFP stated “Contract Period” (item 2) is Jan 1 thru Dec 31, 2018; Appendix B, Schedule of Payments states that, “not later than December 15th of each year, the contractor shall submit such documentation...”. a. How do we submit and obtain reimbursement for expenses incurred prior to the end of the “Contract Period” but invoice receipt is after the required submission date under Appendix B? Please notice, these bills could be received as late as the following January.
- A: This is a misprint in the sample contract. The language should state “not later than January 15th of each year”
- Q: Under item 10, Contract Compliance Requirements a. Who is the subject of “Bidder Contract Compliance Monitoring Report...” – the Proposer (meaning the Proposer is also the “Bidder”) - or any vendor or consultant the “Proposer” might utilize?
- A: Yes, the bidder is the Proposer/Contractor and does not have to report any information on their subcontractors.
- Q: Under item 11, RFP Conditions;

a. "F" – "Any costs and expenses incurred by Proposers in preparing and submitting proposals are the sole responsibility of the Proposer". Does this mean any staff time spent or costs incurred cannot be applied as part of our required match?

A: Staff time spent on preparing the CVA RFP proposal cannot be applied as part of the match.

Q: b. "J" – "The Proposer represents and warrants that the proposal is not made in connection with any other Proposer and is in all respects fair and without collusion or fraud". We hire an outside Consultant to operate our on-water services; that Consultant is also a "Proposer" under this program for their own, separate, operations. As our Consultant, we do work directly with them in planning and estimating costs for MSDF operations.

1. Is the relationship described with our Consultant considered "collusion"?

A. The intent of this passage in the RFP is to avoid any price-fixing schemes. DEEP cannot provide legal advice in this area and recommends that you consult with your attorney.

Q: 2. How do we best disclose this relationship to DEEP so that neither we, nor our Consultant, could be alleged "in collusion" or of other adverse complicity?

A: Same as above.

Q: Under Item 11.M. and Item 12, Rights Reserved to DEEP – DEEP reserves its right to revoke a contract at any time without consequence to DEEP, and that it would be deemed, "as if no contract ever existed between DEEP and the Proposer". a. Does the Proposer have any right to a due process or right to appeal a revocation, or "voiding", of any award/contract to a Proposer, made by DEEP?

A: There is no appeal process.

Q: Does this mean that DEEP would not reimburse the "Proposer" for its share of costs incurred while conducting eligible activity under this offering, prior to any such revocation or voiding of any award/contract?

A: Work for eligible activities under the contract would be paid.

Q: Regarding Attachment C: Quotes for Goods and Services

1. Quotes are required to be part of the Application Package. Quotes would be at least 6 months old (or older) before the actual purchase is allowed and the expense is incurred. Under that scenario, it would not be unreasonable to expect a price difference from a vendor. i. Will we be required to rebid items for "stale dated" bids?

A: Not necessarily. If the low bidder honors their “old” bid, there is no need to rebid. A price change would require new bids.

Q: ii. Does DEEP allow for cost variances/pricing adjustments between a bid/budget item and the actual cost incurred?

A: Boating: Yes, coordinate through the Program Coordinator

Q: In the past, we have budgeted costs that cumulatively exceed \$2,500 for “routine maintenance & repair items”, such as oil changes, haul outs, winterize and shrink wrap. The “per event” item does not exceed \$2,500, but the cumulative could.

a. Are quotes required for “cumulative” work of the same nature (i.e. all maintenance work) if the projected budget is \$2,500 or higher? These activities are typically not bid items.

A: This would depend on the procurement itself. If all components are being handled through the same vendor and procurement process (as described below), then the answer would be “yes”.

Q: b. Maintenance and repair activities typically take place with one vendor – for us its the boatyard who takes care of our vessel. That boatyard is also the authorized rep for our engine manufacturer, covering that warranty and is within our town borders. Because the cumulative expenses paid to one vendor could exceed \$2,500, are we required to conduct and obtain bids from 3 different yards?

A: In this case, “yes”. If the selected vendor is not the lowest bidder, a justification would be required.

Q: As previously noted, we hire an outside contractor to conduct the on-water related operations of our pump out vessel. We pay them a management fee more than \$2,500 each season. This firm has been “directly hired”, approved by our municipal’s Purchasing Department, in adherence with its Purchasing Ordinances, as a “Qualified Purchase”. The Qualified Purchase criteria includes, “a contract value under \$25,000, that there is no other company to solicit for this type of service and there is nothing to be gained by publicly bidding this service”.

a. Under this scenario, does DEEP require that we conduct a Public Bid process to hire our outside contractor?

A: Ideally there should be multiple bids but you can provide justification as to why it is not feasible.

i. If yes, can we include that cost as part of our application for grant monies?
N/A

ii. If yes to a required Public Bid Process, do we have to conduct this Public Bid every year?

A: Provide justification and refer to your purchasing process.

Q: Regarding Appendix C Application Evaluation

9. Under Category scoring section

a. Categories 1 & 2 reference information given in “Appendix C”. We believe this information is not shown in Appendix C, but is shown in Appendix D.

i. Should these ratings refer to information shown in Appendix “D”?

A: Yes, Categories 1 and 2 should reference Appendix D.

Q: The scoring criteria/categories provide more scoring opportunities for stationary MSDFs, and to receive a higher scoring opportunities than any on-water MSDFs.

i. Why is there a distinction between stationary and on-water facilities, when both are utilized to accomplish the same goal?

A: A distinction exists between stationary and on-water facilities because stationary facilities that are located in deeper water adjacent to fueling stations are more desirable than those in shallower water with no fueling stations, as these facilities will likely service more vessels. The scoring difference does not adversely impact the pumpout vessel program scores, as these are looked at as a separate priority category.

Q: category 2. Under the stated operational priorities shown in Appendix D, it appears that no MSDF vessel would receive a score in this category, except for a vessel service that is not formally in existence now. i. Is the DEEP interactive pumpout map intended to include existing MSDF vessels as an operational priority?

A: Yes. It is the intention of the program to consider existing pumpout vessel programs as an operational priority.

Q: Will a hard copy listing all MSDFs shown on the interactive map be given to reviewers along with the Appendix C evaluation form?

A: Yes. All reviewers will have access to the on-line interactive map and the full text of the RFP.