**COUNTY OF ALAMEDA**

QUESTIONS & ANSWERS

to

RFP No. 901613

### for

**Application Development Services**

**Summary of Q&A Submitted**

**Networking/Bidders Conferences held on** **January 3, 2018 and January 4, 2018**

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| **This County of Alameda, General Services Agency (GSA), Questions & Answers (Q&A) document has been electronically issued to potential bidders via e-mail. E-mail addresses used are those in the County’s Small Local Emerging Business (SLEB) Vendor Database or from other sources. If you have registered or are certified as a SLEB, please ensure that the complete and accurate e-mail address is noted and kept updated in the SLEB Vendor Database. This Q&A document will also be posted on the GSA Contracting Opportunities website located at** [**http://www.acgov.org/gsa/purchasing/bid\_content/ContractOpportunities.jsp**](http://www.acgov.org/gsa/purchasing/bid_content/ContractOpportunities.jsp)**.** |

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**Responses to Questions**

1. Can bidders submit sample resumes? If so how many per position?
	1. **Yes, bidders can submit sample resumes. As stated on page 6 of the RFP “proposals shall include the names of potential staff and/or data base details with their education, certifications, and licenses, which may be in resume format.” The County is not dictating the number of resumes bidders may submit, this decision should be made by the Bidder.**
2. Will the County require resumes from the SLEB contractors?
	1. **Bidders may submit resumes from both the SLEB and the Prime to show key personnel and/or available staffing.**

1. Does the County require that bidder proposed staff be Alameda County Residents or can the residents be non-local consultants?
	1. **The County is not dictating where bidders obtain qualified staff, proposed staff may be Alameda County residence or not. The requirement is for bidders to already have qualified staff on hand ready and available to fulfill the work orders.**
2. If a SLEB and a non-SLEB partner for this project, can the non-SLEB be the Prime bidder?
	1. **Yes, any non-SLEB bidder must subcontract with a SLEB for a minimum of 20% of the contract value.**
3. Does this opportunity come with a mandatory goal of Small/Emerging Local business participation?
	1. **Yes, the awardee vendor is required to subcontract 20% of the contract value to a certified SLEB vendor.**
4. Can a bidder submit a business license and utility bills as proof of residency for local preference? If so, would the local vendor still need to partner with SLEB to participate in this RFP?
	1. **Non-SLEB local bidders may submit the documents requested to claim proof of locality and receive the 5% preference, however, all non-SLEB vendors are required to subcontract with a SLEB vendor for 20% of the contract value.**
5. Can a SLEB partner with multiple Primes?
	1. **Yes, a SLEB may partner with multiple primes.**
6. If a vendor is bidding as a prime is it mandatory to partner with a SLEB?
	1. **Yes, all non-SLEB bidders must subcontract 20% of the contract value to a SLEB.**
7. If a vendor has applied for SLEB but has not received certification yet, is it okay with the County if the bidder claims certification when networking if the vendor expects to be certified prior to the bid due date?
	1. **Potential SLEB vendors should be truthful when discussing SLEB status for contracting purposes. The County will verify SLEB certification status upon receipt of the bid submissions.**
8. Will Alameda County release a list of active SLEB vendors for Primes to contact?
	1. **Bidders may search for SLEB subcontractors through the Office of Contract Compliance’s web portal located at** [**http://acgov.org/sleb\_query\_app/gsa/sleb/query/slebmenu.jsp**](http://acgov.org/sleb_query_app/gsa/sleb/query/slebmenu.jsp)
9. Page 13 of RFP, Section H. Evaluation Criteria/Selection Committee, states:

*“The final maximum score for any project is 550 points, including the possible 50 points for local and small, local and emerging, or local preference points (maximum 10% of final score).”*

On Page 14-16, the total points allocated for each evaluation criteria sums to be 100 points (excluding points for SLEB and Local preference). Can the County clarify?

* 1. **The points indicated in the Evaluation Criteria are weights, proposals will be evaluated according to each Evaluation Criteria, and scored on the zero to five-point scale outlined on page 13-14. The scores for all Evaluation Criteria will then be added, according to their assigned weight to arrive at a weighted score for a maximum of 550 points.**
1. Page 15 of RFP, Section H. Evaluation Criteria/Selection Committee, Item D. Understanding of the Project: item 1, states:

 *“Has proposer demonstrated a thorough understanding of the purpose and scope of the project?”*

Are bidders to assume this evaluation criteria is more aligned towards the future SOWs/ projects? Knowing that this is an opportunity for creating a vendor pool?

* 1. **No, the details within the Evaluation Criteria are things the County Selection Panel will consider when evaluating each proposal for award.**
1. Page 21 of the RFP, Section N – Award, Item 6, states:

 *“The County reserves the right to award to a single or multiple Contractors.”*

Is it the intent of Alameda County to award to one vendor which is the highest scoring vendor or is the intent to award multiple vendors?

* 1. **The County intends to award to multiple vendors.**
1. Page 22 of the RFP, Section N. Award, Item 3, states:

 *As a result of the County’s commitment to advance the economic opportunities of these businesses,* ***Bidders must meet the County’s Small and Emerging Locally Owned Business requirements in order to be considered for the contract award.***

Are the extra 10% preference points within the Evaluation Criteria automatic?

* 1. **No, please see modification within Addendum No. 2.**
1. Page 25 of RFP, Section S. SUBMITTAL OF BIDS, Item 2, states:

 *“Bidders must also submit an electronic copy of their proposal.”*

Is this different from the copy submitted through Strategic Sourcing Supplier Portal? Or do bidders need to submit a separate electronic copy through email.

* 1. **No, this is the same copy.**
1. Page 7 of Exhibit A – Section 3. Bid Response Packet, item 5., states:

 *“The description shall contain a basis of estimate for services including its scheduled start and completion dates, the number of Bidder’s and County personnel involved, and the number of hours scheduled for such personnel. The description shall identify spare or replacement parts that will be required in performing maintenance services, the anticipated location(s) of such spare parts, and how quickly such parts shall be available for repairs.”*

What would the County like to see in response to this requirement as most of the information requested here is linked to projects where definite estimation, timeline, and/or resource allocation plan would be provided? Please clarify.

* 1. **Please see modification within Addendum No. 2.**
1. Page 8 of Exhibit A – Section 3. Bid Response Packet, Item 6., – **Staffing** states:

 *“Proposal shall include the names of potential staff and/or data base details with their education, certifications, and licenses, which may be in resume format.”*

Should bidders include resumes in a separate attachment? If so, can the County include an option in EZsourcing portal to add multiple response documents?

* 1. **No, bidders are to upload their entire response as one pdf attachment.**
1. Where in the portal are bidders to upload their response?
	1. **Bidders are to click the “upload here” button to upload bids, this feature is available once a bidder has reviewed the Event documents and attachments. Additional instructions on submission is located within the “Guide to Alameda County EZsourcing – Respond to an online bid” on the homepage of the portal.**
2. How can vendors get access to the Bid Conference recording?
	1. **All questions asked during the bid conferences are transcribed into the Questions and Answers document or Addendum No. 2 if a modification to the specification was required due to the questions asked.**
3. On Table A of the Bid Form, the estimated hours per year is 100. Please clarify if these are part time positions? If not, please specify the correct hours per year.
	1. **These are the estimated hours only based on current needs, however, the County does not guarantee a minimum or maximum amount of hours for any position.**
4. Are bidders required to submit an hourly rate for each job classification listed on table A of the Bid Form?
	1. **Yes, bidders are required to submit a rate for each classification.**
5. Can bidders provide a range for cost to include resources?
	1. **No, Alameda County is looking for a flat rate for each position. Bidders should take all required resources into account when quoting a position.**
6. Is Alameda County allowing a cost of living increase percentage for years two and three?
	1. **No, the county is seeking a flat rate for the 3 year contract term.**
7. Does the County know how many vendors will be part of this project?
	1. **The County intends to award to multiple vendors.**
8. What will be the term of the award contract?
	1. **The contract will be awarded for a three year term with the option to renew for two additional years.**
9. Are bidders required to submit insurance certificates with the bid?
	1. **No, insurance certificates are not required until time to award contract.**
10. Who is the current incumbent? And will the incumbent receive more preference (weight) points?
	1. **The current Vendor is Triune Infomatics Inc. All bidders will be evaluated based on their response to this RFP. The County does not give preference points on new procurements for work performed in past.**
11. Can the County provide a copy of the current contract and the associated responses?
	1. **Yes, please see the PDF files attached to this Q&A document for the contracts and proposals.**

1. Can vendors get specific information on cost, related to positions, i.e. how many database developers were hired in the last two years, programmers, and QA Analyst, like the volume of the work from the past two years?
	1. **The volume of work performed in the last two years would not be of use as the needs of the County are constantly changing. Since the County doesn’t guarantee any minimum or maximum hours for positions, the County does not want to portray that what happened in the current contract will occur in a future contract.**
2. On table A of the Bid Form, how would the County advice bidders to rate consultant and system integrator positions, those are vague titles? Can this be explained?
	1. **Please see Addendum No. 2 for revised bid form for updated Consultant title. The system Integrator would be an individual who builds IT systems that combine components such as off-the-shelf software with existing custom in-house software, including network, storage, or other peripherals and devices, either existing or from third party vendors.**
3. Is there a form bidders can use to request requirements be removed with reference to job classification and title?
	1. **Yes, the exceptions, clarifications and amendments page can be used to state the vendor’s amendment request however, the County is under no obligation to accept the vendor’s amendment request, but will review them on a case by case basis.**
4. Can bidders include travel expenses in addition to pricing? Are relocation expenses or job related expenses reimbursable?
	1. **Bidders should take all required resources into account when quoting a position. The County will only pay the rate quoted, and will not reimburse for any relocation or job related expenses.**
5. Can the budget for this contract be disclosed?
	1. **The budget is not set for this procurement as services will be on an as-needed-basis.**