

RFP ADDENDUM
RFP-18 Rev. 11/17/16
Prev. Rev. 3/13/14

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STATE OF CONNECTICUT
DEPARTMENT OF ADMINISTRATIVE SERVICES

PROCUREMENT DIVISION
450 Columbus Boulevard, Hartford, CT 06103

RFP NO.:
18PSX0107

Proposal Due Date:
04 January 2019

Date Addendum Issued:
21 December 2018

PLEASE NOTE:

This document has been marked as "Returnable". Electronic submittal of this document indicates that your company has read and accepted any modifications to the RFP that are contained in this Addendum.

RFP ADDENDUM #3

DESCRIPTION:
Independent Verification and Validation Services

FOR:
Department of Administrative Services

PROPOSERS NOTE:

1. RFP **DUE DATE IS EXTENDED** TO JANUARY 4, 2019 AT 2:00 PM
2. QUESTIONS SUBMITTED AND ANSWERS IN RESPONSE TO THOSE QUESTIONS ARE ATTACHED.

Question #1: Submittal Requirements on page 15, Section 2(c), Business Information, indicates that *“confidential information should be placed in a sealed envelope marked “Confidential”, this information will not be made viewable to the public and will only be reviewed by the evaluation committee.”*

Considering this response is due via upload through BizNet, how do you want us to submit the confidential information?

Answer #1: Clearly mark your uploaded documents as “confidential”. Please note that “confidential information” is subject to the requirements of Freedom of Information laws.

Question #2: Under Section 1, Applicable Content, pg 15:

The RFP asks for a “complete response” to the Lines of Business. What information is the State looking for us to provide here? Our experience is supplied in other sections as is our approach to IV&V services.

Answer #2: Page 15 you are referencing refers to “Submittal Requirements”. This is information you need to provide for each “line of business” you are offering to provide services. The information does not need to be specifically under this section. It is informational for your proposal response to include this information “somewhere” so we can evaluate it.

Question #3: The RFP asks for a “complete response” to the Description of Goods and Services. Several of the requirements seem somewhat unrelated to IV&V.

- a. Organizational Staffing – What service is the RFP asking us to describe here?
- b. Logistics – What service is the RFP asking us to describe here?
- c. Privacy and Security – Is the RFP asking us to describe our services related to IT system security assessment along with any associated site security?
- d. Regarding our general forms that are uploaded to BizNet. It appears that only one form (Gift and Campaign Contribution Certification (OPM Ethics Form 1)) needs to be signed annually. The rest are submitted with a proposal for an actual project over \$50K or \$500K.

Answer #3: Under the section titled “Description of Goods and Services”, Section 1 on page 9, we identify that agencies will issue “scope of services” documents to awarded vendors that may require the information listed. This information will be used to obtain quotes from awarded vendors for specific IV&V project work. The following will address each sub-question:

- a. Organizational Staffing: information about your company (e.g., number of staff that work on IV&V projects, titles of staff that will be available to work on IV&V projects, dedicated team, etc.). This will help us determine if the company can “handle” an IV&V project as needed (future scopes of service).
- b. Logistics: how and where will the services be provided? On-site; remote; local presence; subcontracted; etc.
- c. Privacy and Security: Yes
- d. Correct.

Question #4: Please advise on whether the State of Connecticut will extend the proposal due date 2 weeks.

Answer #4: Addendum #2 indicates that the proposal due date has been extended to December 28, 2018

- Question #5: On page 15 please clarify the following:
Provide two (2) Client references (can be two of the references provided in c-1, above) where the proposer has engaged in work requiring collaboration with federal requirements and regulations. Please include the name of the applicable federal program (e.g., Medicare, Medicaid, Child Support Enforcement, Transportation, FAA, etc.). Do the referenced projects need to be directly federally funded (e.g. Medicaid matching funds) or can they be projects that require compliance with associated with Federal requirements and regulations?
- Answer #5: We are looking for information that describes familiarity and experience for any kind of federal requirements or regulations and ask that you note specifically which federal area.
- Question #6: Page 15, Section 2. Business Information, Item (b). We are a privately held corporation and do not release detailed financial statements. With that being said, will you accept a Dun and Bradstreet Credit Advisory Report in lieu of financial statements?
- Answer #6: DAS will accept written documentation from a third party (e.g., Accountant or Attorney) validating the company's financial stability.
- Question #7: When is the intended start period of the contract? When will notification of award occur?
- Answer #7: Once evaluation has been completed, contract negotiations will begin with those successful proposers. DAS may make partial awards as successful contract negotiations are reached.
- Question #8: Under "Overview", How will contractors be notified for a request for a statement of work?
- Answer #8: Please refer to the section titled "Scope of Services", Statements of Work, number 1. Agencies will select a minimum of 2-3 awarded vendors. Contractor contact information will be identified on the contract award.
- Question #9: Form RFP-16 Price Schedule: Can you confirm the information on page 1 of the pricing sheet is informational only and the responder should provide the rate card information requested in Section B on page 2
- Answer #9: Correct. Additionally, on page 2, if there are other staff utilized for IV&V services, they can be inserted/added here as well.
- Question #10: Form RFP-16 Price Schedule: Depending on the Scope of Work that may be contracted under this RFP it is likely that Jr. and Sr. Roles may be applicable and these would have varying rates. The IV&V work may differ corresponding to the agency of scope of work. Is the state requesting responders include just one rate per role in the price the price schedule Section B page 2? Do we have the ability to modify the pricing schedule when SOW are released?
- Answer #10: Hourly rates need to be submitted for each position. If there is a Jr. and Sr. role, they should be indicated as separate positions. Per the contract template, under Section 3, item e, we anticipate that pricing will remain firm and re-evaluated with 90-day request on an annual contract anniversary basis thereafter.
- Question #11: Under Applicable Content: Will the State accept descriptions of projects including the statement of work and the nature of the projects as opposed to executed contracts? d) Provide a minimum of 2 recent contracts awarded that demonstrate the scope and nature of the IV & V engagement and experience.
- Answer #11: A description and nature of the projects is acceptable. We do not need to see actual contract or statement of work documents.

- Question #12: Is this a new list or is there a current list of IV&V vendors providing services?
If the latter, please advise on where we can access this list and any information related to it?
- Answer #12: This will be a new contract (not a list) and never done in this format before.
- Question #13: On page 6 , paragraph 1 under Scope of Services, please define “extensive prior experience”
- Answer #13: Proposers should describe the extent of experience for each “line of business” they are offering IV&V services (e.g., over 5 yrs experience, simple versus difficulty of scope of work, etc).
- Question #14: Is there a preference by the state related to the Lines of Business on page 7? If so, what is that preference?
- Answer #14: No. We are trying to capture as many “Lines of Business” as possible. Proposers can add additional “Lines of Business” if not listed.
- Question #15: Is there a preference for firms located in or have worked with the State of CT?
- Answer #15: No.
- Question #16: Under proposal requirements, may both the prime and named subcontractors fulfill the required qualifications? (combine qualifications)
- Answer #16: Each would have to independently fulfill the required qualifications. Additionally, please refer to the Contract template, Section #33, which requires Chief Information Office prior approval for all subcontractors.
- Question #17: Under proposal requirements, may IV&V resources submitted to this procurement, or as part of the bid, also provide the necessary qualifications in combination with the firm bidding?
- Answer #17: Please refer to question/answer #16
- Question #18: May a firm bid some of the lines of business on page 7 or must they bid them all? Does it impact scoring, either way?
- Answer #18: Proposers do not need to offer all “Lines of Business”. It will not impact overall scoring – each “Line of Business” will be scored based on responses to that “Line of Business”.
- Question #19: Under 1. Applicable Content, (d), please define what recent is considered as recent?
- Answer #19: Proposer’s chronologically recent engagements in IV&V.
- Question #20: Under 2, Business Information, which past 2 years of financial statements are you seeking?
- Answer #20: 2016 and 2017
- Question #21: Under Client References, will references also be acceptable for PM and QA services or only IV&V services provided?
- Answer #21: References are needed only for IV&V
- Question #22: Please advise if the contract may include liquidated damages or not? If so, please provide a copy of this clause
- Answer #22: At this time, it has not been determined if liquidated damages will be included. It would be considered a negotiable option.

Question #23: How many firms is the State seeking to put on this list?

Answer #23: This will be a multiple award contract (not a list) with enough resources to support all geographic areas of the State of Connecticut. An exact number of participants cannot be projected and depends on the number of responses received and successfully negotiated.

Question #24: How many projects does CT see utilizing IV&V over the next 2 years under this contract?

Answer #24: That information is unknown

Question #25: Is there a legislative mandate for agencies to utilize IV&V services over and beyond Federal requirements, in the State of CT? If so, please provide a reference to this mandate

Answer #25: Any mandates will be identified as part of the individual Statements of Work.

Question #26: **General:** How many vendors does the State anticipate awarding contracts to?

Answer #26: Please refer to question/answer #23

Question #27: **Guide to Electronic Proposal Submission, Section 3, pg. 4:** Is the Contractor Information/Electronic Signature Page referring to the Certification of State Agency Official or Employee Authorized to Execute Form?

Answer #27: No. The electronic signature is the final step to submitting the proposal when you hit "submit". Please note that the email person "submitting" must match the authorized signature email indicated in your Biznet account.

Question #28: **Guide to Electronic Proposal Submission, Section 3, pg. 4:** Are bidders supposed to sign any addenda received or is there a place in BizNet to acknowledge receipt of addenda? How are we to address this requirement?

Answer #28: Addenda are identified as "returnable" documents. They should be uploaded with your response to fulfill this requirement.

Question #29: **Guide to Electronic Proposal Submission, Section 3, pg. 4:** How are bidders to "accept" the RFP IT Contract (RFP-50IT) and Exhibit 1 – Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitations Limitations?

Answer #29: The RFP IT Contract (RFP-50IT) is presented as a sample document so you can understand the terms and conditions we are requiring. Once evaluations are completed, a formally signed contract document will be pursued with each successful negotiation. The Exhibit 1 document is actually uploaded to your Biznet account and one of the forms required to be maintained in your vendor profile.

Question #30: **Scope of Services, Section II, Lines of Business, pg. 7:** It appears that bidders can respond to some or all of the lines of business. Is that correct?

Answer #30: Correct. Please also see question/answer #18.

Question #31: **Submittal Requirements, Section 1.a, pg. 15:** Would the State please clarify what is expected for a "complete response to Scope of Services, Section II, Lines of Business"? Are bidders to provide their experience providing IV&V in each of these business lines?

Answer #31: Correct, for each "Line of Business" proposed. Please see also question/answer #2 and #3.

Question #32: **Submittal Requirements, Section 1.b, pg. 15:** Would the State please clarify what is expected for a “complete response to Description of Goods & Services and Additional Terms and conditions”?

Answer #32: Please refer to question/answer #2 and #3. Additional Terms and Conditions describe the additional requirements that will be required in the contract.

Question #33: For Description of Goods and Services, are bidders to provide their methodologies for these requirements? Their experience? Please clarify. Do bidders have to respond to all of these items?

Answer #33: Proposers should provide a summary of your abilities/experience in those categories so we can understand the depth of services you can provide.

Question #34: For Additional Terms and Conditions, does the State want the bidders to simply acknowledge that they have read and understood these requirements? If not, please clarify what response is necessary?

Answer #34: A response is not necessary. See also question/answer #32

Question #35: **Submittal Requirements, Section 2.a, pg. 15:** The qualifications and availability of staff would be dependent upon the specific statement of work issued by the State. Is the State looking for basic information on number of staff, types of staff, etc.? If not, please clarify what response is necessary.

Answer #35: Number and type of staff would be appropriate as well as any other information you feel appropriate to identify that there is a workforce available to you to complete IV&V projects.

Question #36: Guide to Electronic Proposal Submissions, Online Proposal Submission, Additional forms such as those listed below must be reviewed carefully and accepted by the proposer prior to proposal submittal: Request for Proposal IT Contract (RFP-50IT); Exhibit 1 – Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitations Limitations: Will the State please clarify if the “acceptance” of these additional forms is web-based fillable response or do we accept them through a cover letter? This section references Exhibit 1, we did not receive an Exhibit 1 with that title. The TOC of the Request for Proposal IT Contract (RFP-50IT) lists this as Exhibit C. Also, Request for Proposal IT Contract (RFP-50IT) lists Exhibits A, B, and C in the TOC which were not included. Will the State please provide Exhibits A, B, and C?

Answer #36: Please refer to question/answer #28 and #29. Contract exhibits will be completed based on responses to proposals and once a contract is successfully negotiated. Exhibits identify the specific services and obligations and are part of the contract.

Question #37: Scope of Services, Once a contract is in place, the State will request quotations from a minimum of 2 to 3 contractors through a statement of work. What method will the State use to determine which contractors to send a statement of work?

Answer #37: Please refer to question/answer #8.

Question #38: Applicable Content, Provide a minimum of 2 recent contracts awarded that demonstrate the scope and nature of the IV&V engagement and experience. Will the State please describe what information it desires here? Will a project description suffice?

Answer #38: Please refer to question/answer #11.

Question #39: Business Information, Provide three (3) Client references with recent IV & V contracts (any Line of Business). Is this requirement in addition to completion of the State's form, Statement of Qualifications DAS-14?

Question #39: Yes

Question #40: Business Information. "Should proposers wish this information to be considered confidential, proposers should mark this information as "Confidential". This information will not be made viewable to the public and will only be reviewed by the evaluation committee.)". The instructions for handling "Confidential" information are conflicting between the two paragraphs. As this is an upload submission, there are no instructions for the mailing of a "sealed envelope". Will the State please clarify how to handle classified information?

Answer #40: Please refer to question/answer #1

Question #41: Price Schedule, To demonstrate understanding of the IV&V work for purposes of this RFP, proposers must submit hourly rates and corresponding project roles shown below. Should the rates we include for the various roles be all inclusive? E.g., including any travel required?

Answer #41: Please provide an hourly rate for the position title. Any travel or additional expenses should be listed separately.

Question #42: From page 7 of the RFP document - we can only provide IV & V services for one Line of Business (Information Technology). Will bids be accepted that only address one Line of Business?

Answer #42: Please refer to question/answer #14 and #18.

Question #43: Will the awarded vendors for this IVV RFP be excluded from any I.T. Consulting work (i.e. systems development/integration etc.) for the agencies/areas listed in the RFP. For example, the DCF- Child Welfare Information System (CWIS) contract. Similarly, if we are selected for this IVV RFP, will it exclude us from doing any I.T. work (systems development) for all the other agencies/areas listed in the RFP?

Answer #43: Please refer to the RFP Document, under Scope of Services, item b and the section titled "Additional Terms and Conditions" item d "Conflict of Interest".

Question #44: If we bid on this IVV RFP and are selected, will we be excluded from doing any work on the CWIS systems development/integration initiative?

Answer #44: Please see question/answer #43.

Question #45: As many CT vendors do not price on an hourly basis, but utilize alternative pricing methodologies for firm fixed price efforts (i.e. weekly team bundles), would DAS allow vendors to propose alternate pricing to be used when pricing firm fixed price Statements of Work? This would allow DAS to benefit from a firm's ability to assume all risk associated with a firm fixed price project, while maximizing competition and ensuring an inclusive procurement open to all vendors able to perform this scope work.

Answer #45: The Price Schedule (Form RFP-16) is included in the RFP posting and identifies various pricing methodologies, including 2 options for firm fixed price methodologies. The pricing methodology will be identified in the individual Statements of Work.

Question #46: RFP Submittal Requirements, Section 2., Business Information, requires that offerors provide their past 2 years' financial statements. Many privately held corporations do not publish financial statements as they do not meet the Securities and Exchange (SEC) Act of 1934 requirement to publicly file financial statements with the SEC and various states. Rather than providing these statements, would DAS consider an alternative statement confirming the privately held organization's total gross revenues, shareholders' equity, comprehensive income, and working capital; and affirming that our organization has sufficient financial assets to perform this contract?

Answer #46: Please refer to question/answer #6

Question #47: To enable sufficient time for vendors to prepare their proposals, would DAS consider extending the submission due date until January 10th, 2019?

Answer #47: Due to the delay and the Holiday schedule, the RFP due date is extended to January 4, 2019.