

Addendum 1
Issued June 13, 2023
North Central Texas Council of Governments

REQUEST FOR PROPOSALS For GRANT MANAGEMENT & CONSULTING SERVICES
RFP # 2023-028

I. The following questions have been submitted:

1) Q. The Required Attachment Checklist (pg 17) includes Exhibit D: TXShare Pricing Proposal Instructions, but those have not been provided in the RFP document. Could NCTCOG provide that document for inclusion?

A. Delete all references to Exhibit D. There is no Exhibit D.

2) Q. Attachment II does not provide any instructions – what is desired/required for completion of this form?

A. Disregard references to attachment II. There is no attachment II.

3) Q. Under 5.1 Contract Type, vendor is required to submit pricelists as a component of the final contract - will the NCTCOG allow for inflationary adjustments over the contract period?

A. Vendor is requested to prepare a pricelist with vendor's expectations for price guarantees. If a contract price increase is desired, please clearly explain in your pricelist.

4) Q. Does NCTCOG require the cover sheet to go both under tab A and tab G, or just tab A?

A. Tab A, the cover sheet, should be the cover page of your proposal.

5) Q. If the vendor is not certified as HUB, are vendors required to submit Attachment IX (with notary) or should we indicate this attachment is not applicable?

A. Include the Attachment but mark "Does Not Apply" across its face.

- 6) Q. Under Exhibit B, will NCTCOG confirm that hourly rates to be provided should not be inclusive of travel and other direct costs as those will be directed by end users?
- A. Vendor should indicate as such in its pricing if that is a condition of the proposal.
- 7) Q. What is the total amount of funds (estimated per year) will the selected administrator be managing? What is the estimated number of applications that will be process each year?
- A. There is no pre-determined amount. This contract will be utilized by cooperative program members for future needs.
- 8) Q. Exhibit D is mention on the checklist but is not included. Will that be added?
- A. Delete all references to Exhibit D. There is no Exhibit D.
- 9) Q. Does Exhibit B (rate chart) need to be included in Tab F and/or on it's own in as Exhibit B?
- A. No. Exhibit B included in the RFP document is an example of how you can prepare your proposal. Use your creativity in preparing a price proposal that lists your services with hourly fees for the different positions that will be used in calculating a fee for a customer based on the customer's specific project needs.
- 10) Q. Does the Attachment checklist need to be included in the submittal?
- A. No it is not required to be included in your proposal, but all of the items on the checklist must be included or addressed in the proposal.
- 11) Q. Exhibit B gives examples of position pricing proposal format. Is the proposer able to define their own titles for positions, or must we use titles that are shown in the list of examples?
- A. Yes you may create your own. The Exhibit B is only for example purposes.
- 12) Q. The instructions included in SECTION 7, Tab D state that offerors are to "...use the service categories identified in Exhibit B of this RFP." Exhibit B included in the Request for Proposals (RFP) does not include service categories. Would the NCTCOG provide the referenced exhibit that includes the full listing of service categories?

- A. That should read "Exhibit B & C" instead of Exhibit B. Basically, describe the services you offer, and detailed unit pricing needed to calculate a cost proposal for a given project that a customer presents to you.
- 11) Q. RFP pg. 7, Section 5.0 C Language: Key Staff: ... Provide resume representative of staff likely to be assigned to this project. May we include resumes of key staff as an Appendix behind Tab G, Required Attachments instead of within the body of the response?
- A. Yes, you may.
- 12) Q. RFP pg. 16, Section 7, Tab D, #4 Language: the project manager's experience with similar projects in the last five (5) years; similar project-related experience of the task leaders responsible for the major work categories in the last five (5) years; and other pertinent information. For each similar project referenced, identify either the project manager's or the task leader's specific role(s) and work contributed. Question: Should the Project manager's experience be here as directed in the Technical Proposal (Tab D) or in his/her resume instead?
- A. Provide it in the Technical Proposal.
- 13) Q. If we use a HUB, MWBE or DBE, does the NCTCOG only need their certification to accompany Attachment IX? If not, what other documentation must these types of firms provide that we should include in our response as the prime?
- A. Attachment IX refers to the responding firm itself, not to any sub-consultants.
- 14) Q. RFP pg. 15, Section 5.0, A Language: Tab A COVER SHEET. The cover to your proposal will consist of:
1. The completed page 1 of this solicitation document.
2. A brief statement of the respondent's understanding of the work to be done and a summary of its qualifications.
- Question: Can the "brief statement" be part of a cover letter that follows a completed RFP pg. 1?
- A. Yes, it may.
- 15) Q. What does NCTCOG mean by "automated services for fulfillment of services." We are a services-based consulting firm so we don't have a "product" that we fulfill. In response to this request for content, does the NCTCOG want firms to address the software systems they use to interact with clients? If not, please provide more details as to how firms should respond to this request for content?

- A. These are guidelines to help the respondent prepare their proposal. If you do not provide software services as part of your grant management and consulting services, then indicate that it is not applicable.
- 16) Q. RFP pg. 15, Section 7 Instructions for Respondents Language: Please provide a written response regarding ability to meet each requirement as outlined in the Specifications (Section 5). Include any additional pertinent information on how your proposed solution meets each requirement. Provide any pertinent additional functionality and/or services not outlined in the Scope of Services that you wish to offer. Question: Please confirm that the five bulleted items in Section 5.0 C are the "requirements" referenced in Instructions for Respondents"?
- A. Your response should address all items that may be requested in the RFP. We encourage your creativity to provide the response that best explains why your firm is qualified to provide these services.
- 17) Q. On p. 8 the RFP states, "Vendor may propose any combination of categories and are not required to bid all services requested." What qualifies as a category? List A and B on p. 7?
- A. Correct.
- 18) Q. The bulleted list of requirements on page 8 of the RFP are specific to project level technical capabilities, approaches, and personnel requirements. Given this is a multiple award contract, would the NCTCOG confirm that offerors are not required to provide this information with its quote submission?
- A. Offerors are expected to provide examples of current and past projects as well as how you would go about address needs of a potential governmental client.
- 19) Q. Would NCTCOG please provide a sample contract?
- A. A sample agreement will be provided to those firms selected for award during the contract negotiation phase.
- 20) Q. The instructions included in SECTION 7, Tab D state that offerors are to include "information showing the team's project understanding and approach for each work category being submitted". Please confirm that offerors are to provide a technical proposal in response to the "activities" listed within SECTION 5, A.
- A. Correct.

- 21) Q. In response to Section 2.1, is the TXSHARE Administrative Fee to be paid if awarded a contract?
- A. It is paid by awarded contractors on sales made through the TXSHARE cooperative.
- 22) Q. Question #14 was not answered. RFP, pg. 7 Section 5.0 C Language: Key Staff: The Respondent shall also include minimum qualifications for each class of employee of the project team and identify his or her role on the team
- Question: What is meant by "class of employee" if it is not their "role on the team"? This language is also in the "Key Staff" 4th bullet in Section 5.0 on PDF page 8
- A. Respondents are asked to provide a list of key staff and what their qualifications are and what role they play in providing the services you will offer.
- 23) Q. Item 5 asks to provide information on any claim submitted by any client against the Respondent within the past two years related to the services provided by the Respondent or its key personnel. For purposes of this request, "claim" means a sum of money in dispute in excess of 5% of the Respondent's fee for the services provided. How would you like us to respond to show 5% of the Respondent's fee?
- A. It is up to the Offeror to provide the information in a manner they deem responsive.
- 24) Q. Do you want the Terms and Conditions page to be included in the submittal?
- A. No
- 25) Q. Are vendors able to obtain the 5 evaluation points for using HUB subcontractors?
- A. No.
- 26) Q. Do vendors need to provide an answer to all the areas listed in Exhibit A where we are proposing to provide services or only areas within NCTCOG's jurisdiction?
- A. Offerors should note which areas they wish to offer their services under the contract to be awarded by TXSHARE. Potential customers will be referring to that information to see if an awarded contractor services their area.

27) Q. The response in the "Q&A" states there is no Attachment II, and the proposers should disregard Attachment II. Are you referring to Attachment II - Certification of Offeror" that was included in Section 7 - "Required Submittal Checklist?

A. Correct.

28) Q. Per Section 7 - "Required Submittal Checklist," the Checklist does not include the following forms that were included in the RFP: Discrimination Against Firearms Entities Trade Association form, and the Boycotting of Certain Energy Companies form; however, the RFP states that these forms must be signed and included with the proposal. Can you please clarify if these forms are required to be submitted with proposals, and provide the corresponding Attachment # for each of these forms?

A. Yes, the forms are required to be submitted. Attachment numbers will not be assigned to them.

29) Q. Per Section 6, "General Terms and Conditions," 6.07, provides information regarding Form 1295. Should firms provide Form 1295 with their proposals, or is this form to be provided only if awarded a contract?

A. Per Section 6, "General Terms and Conditions," 6.07, provides information regarding Form 1295. Should firms provide Form 1295 with their proposals, or is this form to be provided only if awarded a contract?

30) Q Does the scope of work include CDBG-DR and CDBG-MIT?

A. Offerors are requested to propose any additional services for areas of expertise that they feel is related and of value to the potential customers. Those services will be considered for inclusion in any potential contract award to that offeror.

31) Q. Actual work contracts will be with cooperative members of TXSHARE. The term of those contracts will be negotiated between the member and the awarded contractor. New work contracts with members are generally not considered compliant if they START after the TXSHARE cooperative contract has expired.

A. What process does NCTCOG have in place for a situation in which the awarded contractor begins work during the performance period of this agreement, however, the work is either scheduled to or simply continues beyond the term of the 5-year master agreement?

- 32) Q. Which attachments/forms, if any, do subcontractors need to complete?
- A. None. They are for the offeror to complete only.

The public opening for this RFP will be conducted at approximately 2:05 PM CT on Thursday, June 22, 2023. The meeting will be held digitally via Microsoft Teams, and will be recorded for the RFP file. Please be advised that a large volume of proposals will result in delays in the decryption process. Access information and the meeting invite has been posted in the will be posted to Public Purchase.

Submission of proposals shall be made in English, in searchable PDF format, and must be uploaded via Public Purchase no later than 2:00 P.M. (Central Time) – Thursday, June 22, 2023

End of Addendum #1.