

Inter Tribal Council of Arizona, Inc.

RFQ 19-02 Technical Writer

Responses to Questions

June 21, 2019

1. Would you be able to send me a Microsoft Word or Excel files for the three exhibits (Quote Sheet, Cost Quote, and Scope of Work).
Response: The Quote Sheet and Cost Quote have been uploaded to the ITCA website in Word format. The Scope of Work will remain in pdf only.

2. **Page 5, Last Bullet:** Should the cost for the evaluation and scoring criteria be included in Task 3 Draft RFP for MIS Operations and Maintenance Services or in a separate line item? Is the consortium looking for support beyond the development of the evaluation and scoring criteria such as evaluator training, technical support during the evaluation, or compilation of scoring?
Response: The deliverable for evaluation and scoring criteria was inadvertently left off the quote sheet. The cost sheet has been updated with Deliverable 7 for evaluation and scoring criteria described in the Scope of Work. The MSC may be interested in evaluator training, technical support during the evaluation and compilation of scoring services. The scope of work and cost sheet have been updated to include these services as an option for the MSC in Deliverable 8. This optional deliverable must be addressed by all bidders and will be selected at the discretion of the MSC.

3. **Exhibit C - Scope of Work** states “The Vendor ... will be expected to meet prior to initiating work and regularly (no less than twice a month) with the MSC. Meetings may be in person or via conference call.”
 - a. Do the 4 SAs have any regularly scheduled in-person meetings? If so, are any planned during the period of performance of this scope of work?
Response: There are no in-person meetings of the full MSC planned during the award period. The MSC intended that meetings would take place via conference call. There may be times during which a portion of the MSC is represented such as at the NWA Program Integrity Conference in September in Oklahoma City. If the bidder determines that based on the scope of work, one or more in-person meetings would be most advantageous to the MSC, the timing of the meeting(s) (at which point(s) during the process should the meeting take place) and reasons for the recommendation should be outlined in the quote. The MSC will take the recommendation into consideration. Costs for the bidder’s travel should not be included in the quote. If a meeting is later determined to be required, the cost will be negotiated with the bidder.

- b. Given the 6 hour time difference during daylight savings between Honolulu and Concord (and 5 hour difference the rest of the year) do the 4 SAs have a regularly schedule day and time for conference calls?

Response: An MSC Directors call takes place on the first Friday of the month at 2pm Eastern and could be used to discuss the RFP. The MSC anticipates that additional meetings may need to be held outside of the monthly meeting for this project. In general, 2 or 3 pm Eastern meets the needs of the MSC membership.

4. Would you please provide contract terms and conditions?

A draft contract has been posted to the website outlining the general provisions. Bidders should be aware that this is a draft contract and may change slightly from the final contract.

5. Has any advanced work related to this project been performed (e.g., development of system requirements), and if so, has ITCA partnered with a vendor to perform these services?

Response: Because the MSC MIS is an existing system, no new system requirements have been developed. The MSC has not performed any work related to the RFP Technical Writing Services.

6. Is the ITCA able to share the anticipated budget for this project?

Response: The MSC is not able to share the budget for the project.

7. The RFQ indicates that the anticipated project start date is July 15, 2019 but the draft RFP is due August 9, 2019. In our experience, that is a very short period of time to develop a draft RFP. Are the dates flexible, or is it a requirement that the RFP be submitted to the USDA by September 6, 2019?

Response: Bidders should base proposals on the dates provided in the RFQ.

8. Please confirm the location of work, when not performed remotely, e.g., in what geographic location will the initial meeting occur?

Response: See response to Question 3a.

9. Has ITCA previously released an RFP for MIS Operations and Maintenance services that may be leveraged for development of this RFP?

Response: The MSC has an RFP from a prior procurement.

10. Does the ITCA expect that a significant majority of the language for the RFP will be able to be leveraged from other documents referenced (e.g., previous RFPs, other state RFPs, contracts)?

Response: Some of the standard RFP requirements are available from templates that will be provided. The bidder is expected to draft language to enhance the scope of services that will be requested.

11. Has ITCA already gathered these background documents (e.g. other RFPs, contracts) so that they will be immediately available to the vendor developing the RFP, or is ITCA's expectation that the vendor will gather the documents?

Response: The MSC will provide RFPs and contracts upon execution of the contract, however, the vendor may need to gather and research other information and documents to create a strong RFP.

- 12.** Has the ITCA identified known weaknesses of previous RFPs and contracts, e.g., areas to increase contractor accountability?

Response: The MSC has identified many of the weaknesses of previous RFPs and contracts, however the successful bidder is expected to use its experience and knowledge to evaluate the RFP and identify any weaknesses that the MSC has not identified.