

NMSA Response to Questions
RFP # 10-419-00-00105
17-August-2010

The following questions have been received, and the corresponding answers are provided, by NMSA in reference to RFP #10-419-00-00105 for Operational Planning services.

Q1. Reference Section I-D. 1st paragraph is a duplicate of the 1st paragraph in Section I.C and refers to the scope of work rather than to the scope of procurement. Is this an error? If so, what should it state?

NMSA Response: Yes. This Section has been revised in the re-issued RFP dated 17-Aug-10.

Q2. Reference Section ID. What type of contract will be awarded (Fixed Price, ID/IQ, Time and materials, etc)?

NMSA Response: Time and Materials.

Q3. Reference Section II-C-29. Appendix E is referenced as the New Mexico Health Coverage Form. Do you mean Appendix D?

NMSA Response: Yes. This has been revised in the re-issued RFP dated 17-Aug-10.

Q4. Reference Section IV. Section B appears to be missing. Was this an error in paragraph numbering or is the section missing? It does not match the Table of Contents either.

NMSA Response: This was an error in paragraph numbering. It has been corrected in the re-issued RFP dated 17-Aug-10.

Q5. Reference Section IV-A-2. Which NMSA location or locations are being referred to here? Is this the Spaceport America Site or the NMSA offices on University Ave?

NMSA Response: Work may be performed at either location. Please refer to the re-issued RFP dated 17-Aug-10.

Q6. Reference Section IV-A-2. Which state offices are being referred to her? Is this requiring travel to Santa Fe?

NMSA Response: No specific state office is called out. Please refer to the appropriate section of the re-issued RFP dated 17-Aug-10 for more information.

Q7. Reference Section IV-C-2. There is a reference to "CSU contract." Is this an artifact from the original document used to make this contract? CSU is not defined in the acronyms.

NMSA Response: Yes. This has been revised in the re-issued RFP dated 17-Aug-10.

Q8. Reference Section IV-C-2. Referencing the note: does this mean that if the person used as a reference is out of their office or in a cell phone inaccessible location when you try to reach them that you will score this as a zero?

NMSA Response: No. Please refer to the revised language regarding references in the re-issued RFP dated 17-Aug-10.

Q9. Reference Section IV-C-4. Where will the person work (collocated with NMSA at an NMSA provided office or at their own office location)?

NMSA Response: An NMSA work space may be provided, but if not Contractor will be responsible for providing his own workspace. Please refer to the re-issued RFP dated 17-Aug-10 for more information.

Q10. Reference Section IV-C-8. Incorrect reference. Should this be Appendix D?

NMSA Response: Yes.

Q11. Reference Section V-A, unlabeled table – This indicates the evaluation of proposals score is based only on experience and references but does not indicate an evaluation of the ability to meet the scope of work. Do you intend to modify this scoring table to include an evaluation of what the offeror proposes in support of this effort?

NMSA Response: The evaluation system has been revised in the re-issued RFP dated 17-Aug-10.

Q12. Reference Section IV-S, unlabeled table, 5.a&b. This appears to be the same thing. Does this mean by having references the bidder will get potentially 35 pts and then by telling you who the references are that the bidder will get potentially 20 points?

NMSA Response: No. The evaluation system has been revised in the re-issued RFP dated 17-Aug-10.

Q13. Reference Attachment 1, Scope of Work. This is guidance to your agency on how to write a scope of work. Where is the scope of work which tells us what tasks are required in support of this effort? Do you intend for us to write our own scope of work based on the information provided in Section I.C and do you intend for us to tell you what the required deliverables will be based only on the information in Section I.C?

NMSA Response: Appendix B to the RFP, including its Attachment 1, is a sample contract for solicitation purposes. Bidders should prepare their proposal based on the description of work in Section I-C of the RFP. Please refer to the re-issued RFP dated 17-Aug-10 for more information.

- Q14. Reference Attachment 1, Scope of Work. Are you going to provide an addendum to include the official version of the agencies strategic plan which is referenced as a requirement in the paragraph?
- NMSA Response: No. Appendix B to the RFP, including its Attachment 1, is a sample contract for solicitation purposes. This will be developed with the selected offeror during contract discussions. Please refer to the appropriate section of the re-issued RFP dated 17-Aug-10 for more information.
- Q15. Reference Exhibit A. This references the NM Human Services Department and not NMSA Is this an error?
- NMSA Response: Yes. This has been revised in the re-issued RFP dated 17-Aug-10.
- Q16. The pricing volume only asks for the contractor's rate per hour for the appropriate labor category. Are the instructions correct as written and the only cost proposal is rate per hour?
- NMSA Response: No. Please refer to the revised language regarding cost and labor rate information in the re-issued RFP dated 17-Aug-10.
- Q17. Reference Section II-A and II-B. Will there be a Best and Final Offer phase for this procurement?
- NMSA Response: No. The requirement for a Best and Final Offer has been deleted in the re-issued RFP dated 17-Aug-10.
- Q18. Reference Section II-A and II-B. Will there be a required Oral Presentation by finalists?
- NMSA Response: Possibly, at the discretion of the Evaluation Committee. This requirement has been revised in the re-issued RFP dated 17-Aug-10.
- Q19. Reference Section III-B. Is a separate binder for cost-related information required?
- NMSA Response: No. The requirement for a separate cost binder has been deleted in the re-issued RFP dated 17-Aug-10.
- Q20. Reference Section IV-A. What type of contract is will be awarded?
- NMSA Response: Time and Materials.
- Q21. Reference Section IV-C. Are separate references for corporate and individuals required, or can they be combined?
- NMSA Response: The required reference information has been revised in the re-issued RFP dated 17-Aug-10.

Q22. Reference Section IV-C. Are the extensive financial documents detailed in the RFP required for this procurement?

NMSA Response: No. This requirement has been deleted in the re-issued RFP dated 17-Aug-10.

Q23. Reference Section V-A. The evaluation system is quite elaborate, should proposals be formatted to match this outline, or is it possible that a more straightforward evaluation system can be used?

NMSA Response: The evaluation system has been revised in the re-issued RFP dated 17-Aug-10.

Q24. Reference Section V-B. Please clarify how the Cost portion of the evaluation will be conducted.

NMSA Response: The evaluation system has been revised in the re-issued RFP dated 17-Aug-10.

Q25. Reference Section III-C-1. This section shows the outline for Binder #1 which includes budget proposal form but the paragraph specifically says all cost information must only be in Binder #2. Does subparagraph C.1.i) belong in binder #2? There appears to be a conflict between the items listed as required for Binder #1 and the paragraph write-up below the listing.

NMSA Response: The requirement for a separate cost binder has been deleted, and the required cost information to be submitted have been revised, in the re-issued RFP dated 17-Aug-10.