

RFP #20-495-P770-1947
Economic Impact Study
Q&A
August 7, 2019

Page 1, Introduction: “Funding available for this project is \$220,000.00”.

Does the \$220,000 project budget for this procurement include an “in-house” allocation for NMSA project management/oversight, or is it the total available that an offeror may quote?

The \$220,000 project budget is the total available for an offeror to quote.

Page 26, Organizational References.

Please verify that references deadline is August 20 and not proposal due date of August 12. The August 20 deadline is not identified in the table of Sequence of Events on page 8.

From page 26:

It is the Offeror’s responsibility to ensure the completed forms are received on or before 3:00PM Mountain Standard Time on August 20, 2019 for inclusion in the evaluation process.

Organizational

This is an error. The references deadline is August 12, the same day the proposal is due.

Please clarify with client references are due—by the submission deadline of August 12, or by August 20? There’s a discrepancy in RFP V.B.2. (p. 30) versus other sections noted below.

- a. RFP IV.B.2. Organizational References (p. 26): It is the Offeror’s responsibility to ensure the completed forms are received on or before 3:00 PM Mountain Standard Time on August 20, 2019 for inclusion in the evaluation process.
- b. RFP V.B.2. Organizational References (p. 30): It is the Offeror’s responsibility to ensure the completed forms are received on or before 3:00 pm Mountain Standard Time on the date for Submission of Proposals (Section II.A.5.), for inclusion in the evaluation process.
- c. Appendix F Organizational Reference Questionnaire (p. 53): The business reference, in turn, is requested to submit the Reference Form directly to: Belinda Benavidez 4605 Research Park Circle, Ste. A, Las Cruces, NM 88001 by August 20, 2019.

This is an error. The references deadline is August 12, the same day the proposal is due.

Please clarify the due date for submission of proposals and Reference Forms. On RFP pages 8 and 9, and on your website announcement, the due date for submission of proposals is 8/12. On RFP pages 26, 53 and 54, the due date for submission of Reference Forms is 8/20. Is the due date for Reference Forms after the due date for the submission of proposals?

This is an error. The references deadline is August 12, the same day the proposal is due.

Are all of the business sectors identified in the Spaceport America Business Plan 2016–2020 (attached) currently active and therefore need to be addressed in the study and final deliverables?

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All the business sectors in the plan are not currently active, but will need to be assessed in the study as part of the forecast.

Appendix D: Cost Response Form (RFP p. 49) states, “No purchases for goods may be billed under this contract.” Would the following items be considered “goods”, and therefore excluded from reimbursement under this contract?

- a. Data sets. One of the expenses regularly incurred as a necessary component of the economic and fiscal impact studies we perform is the cost of the most up-to-date multipliers purchased from IMPLAN®.
- b. Costs incurred for producing the final report for public release.
- c. Any standard technology and administrative fees routinely billed in conjunction with rendering of our professional services.

The costs listed are allowable. Please itemize them as additional costs in your Cost Response Form.

We need to purchase a subscription to the New Mexico IMPLAN economic model in order to do the economic analysis for this study. Where do we place this cost on your Cost Response Form?

This type of cost is allowable. Please itemize them as additional costs in your Cost Response Form.

Sections IV.B.4. (p. 27) and V.B.4–5. (p. 31) of the RFP identify that the proposal must contain the “resumes of Key team members” identified as “the two staff members who will lead this effort and sign off on the final analysis.” Although this requirement is clear, please clarify if there is any intention to restrict discussion of the qualifications of other team members, their roles and experience in presenting the proposed work plan methodology for the project.

There is no restriction to building your team. You may include discussion in your proposal of other team members. However, please clearly identify the two key team members that will lead the effort. For instance, do not include a resume of someone with minimal contributions to the project.

Is there an incumbent or previous contractor that performed this work or similar work for you? If so, please identify them, the specific work they performed, and will they be allowed to bid this work effort?

There was a limited white paper produced in 2011 by Lautman Economic Architecture Partners. There is no previous contractor for a study of this scope. Any firm is allowed to bid on this RFP, and no preferential treatment will be given to any firm.

Are you currently under any governmental or regulatory order(s) or state or federal funding or grants to conduct an economic impact study? If so, please identify and explain.

There is no specific regulatory order for this study. However, economic studies have been requested by numerous New Mexico legislators to support the continued funding requests of the Agency.

Please identify the members of the Evaluation Committee.

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The names of the Evaluation Committee will remain confidential until after the scoring of the RFP submissions is completed.

Article 33 under General Requirements on Page 20 of the RFP mentions the following:

“The New Mexico Preferences shall not apply when the expenditures for this RFP includes federal funds.”

Do the expenditures for this RFP include federal funds? If so, what portion of the expenditures for this RFP are federally funded?

This RFP does not include any federal funds.

Do you anticipate any on-site Finalist interviews or presentations as part of the evaluation of proposals? If so, how many interviews/presentations do you anticipate a Finalist will participate in?

There will be no finalist interviews or presentations. The proposals will be scored based on the written submissions.

How many awards do you anticipate as a result of this RFP? Will there be only one award based on all of the “Scope of Work” (SOW) or multiple awards on parts of the SOW based on the proposers’ capabilities?

There will only be one award for this Scope of Work.

What are the contractor insurance requirements for this project?

There are no insurance requirements for this project.

Will you provide the successful contractor with electronic access to facility data?

The successful contractor will work through Agency staff to acquire facility information about Spaceport America needed to complete the project. The contractor will not be given access to Spaceport IT systems.

How many press conferences and television news interviews do you anticipate a successful contractor will participate in?

There will be multiple press conferences and television interviews, but they will be within one week of public release of the final report. Planning for the press conferences will occur while the document is being written.

Please identify the individuals who will be overseeing the Economic Impact Study and their role vis-à-vis this work scope.

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The Economic Impact Study leads for Spaceport America will be Dan Hicks, CEO and Zach DeGregorio, CFO. However, multiple staff members from Spaceport America will be available to interact with the contractor throughout the study to provide the necessary technical information.

Please explain how you arrived at the ceiling figure of \$220,000 as funding for this project.

The ceiling figure was determined by the Spaceport America CFO, Zach DeGregorio. Zach DeGregorio has over 15 years of business experience in private, government, and academic settings. The \$220,000 ceiling is based on knowledge of similar successful studies of the desired depth envisioned with this scope of work. This is also the amount of available funding for this project.

How do you wish the Final Report to be delivered, e.g. PDF file, Word document, PowerPoint slides, Spaceport America staff presentation, or other presentations? If presentations are required, please identify to whom and how often.

The final report will be delivered by the contractor to Spaceport America staff in a presentation. This presentation should accompany the delivery of the completed study document in PDF and Word format. The PowerPoint slides of the presentation are also a required deliverable. The contractor will also be required to present this information in press conferences and media interviews.

Section I.C. on pages 1 and 2 of the RFP describes the procurement scope. We have the following questions related to this scope:

a. Do you want the contractor to determine the economic impacts of SA on an annual basis, for a period of three years, FY16 through FY19, or do you want the contractor to determine the economic impact of SA as a cumulative total over the last three years, or both?

The report should determine the economic impact on an annual basis for each of the four years between FY16-FY19

b. What is the geographical area that the contractor should focus on to determine the impact? Do you want a statewide impact or impacts on individual counties or both? If on individual counties, which counties should the contractor include?

The study should focus on both a statewide and county impact. Dona Ana and Sierra Counties are the two counties the contractor should include.

c. For the comparison of economic impact to other spaceports, please identify the other spaceports you want the contractor to consider.

The comparison should include all FAA-licensed spaceports in the U.S.

d. For the five-year and ten-year forecast of potential economic impact, what probable scenarios do you want the contractor to consider and what region do you want the impact estimated for – statewide or for specific counties?

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Defining the probable scenarios is part of the economic study. This should be based on industry trends for the space industry and tourism trends.

The study should focus on both a statewide and county impact. Dona Ana and Sierra Counties are the two counties the contractor should include.

Does the Non-Disclosure Agreement Form in Appendix G of the RFP need to be submitted with the proposal?

No. This is an example of the document that needs to be signed with the final contract.

This question pertains to the "Cost Response Form" in Appendix D of the RFP. Box 3 in the form asks for the gross receipts tax percentage and Box 4 asks for a dollar amount of the gross receipts tax. Box 5 asks us to add boxes 1, 2, 3, and 4. Shouldn't we be adding Boxes 1, 2, and 4 only, and skipping Box 3?

This is correct. Please add boxes 1, 2, and 4 only.

The RFP lists that this will be a Firm Fixed Price contract for \$220,000. At the same time, the scoring criteria indicates firms can achieve more points with lower cost bids. We believe this means that you will award more points for lower bids and that Spaceport does not want to alter the contract amount once it is settled in the initial contract, can you confirm that this is correct?

Your understanding is correct. \$220,000 is the limit that cannot be exceeded. Do not submit a proposal for more than \$220,000. However, the Agency will accept bids that are lower than this amount and award higher scores to lower bids.

The RFP lists Fiscal Years 2016 through 2019. We are assuming this is the state of New Mexico's fiscal years, rather than the federal government (which will not conclude until September 30, 2019). Is this correct? Also will all FY 19 data be available at the initiation of the project?

This is the State of New Mexico fiscal years which end June 30. The Agency will provide unaudited financial information for FY19 to the contractor to include in their report.

Are any printed materials required as included with the final deliverables?

No.

If a New Mexico based subcontract is selected would they be eligible as part of a team to receive points for New Mexico preference as listed in the Evaluation section of the RFP?

No.

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Will operational data of tenants available via Spaceport or will those data need to be procured from each tenant individually? (e.g.: local employees, dollar value of payroll and benefits, etc.)

Tenant information will be provided by Spaceport for this study.