

APPRENTICESHIP STRATEGY CONSULTANTS

Request for Qualifications

Q & A 31 - 41 – Via Email
10/25/17 11:59 pm

Note: Q41 was received via email on October 30, 2017 at 11:59 p.m.

Q31: Pg. 20, Section 6.1(5) of the RFQ requires that an explanation be provided for redactions. Should the explanation be a standalone document prior to the table of contents? Please clarify where the applicant should include its explanation for redactions.

A: **It is up to the proposer as to where to locate the explanation for the redactions.**

Q32: Pg. 24, Section 7.1(2) of the RFQ contemplates a firm fixed price contract. As such, please confirm that the bidder may load and embed all of its labor costs and other costs with its indirect costs and profit on budget form #4.

A: **This will be a firm, fixed-price contract. For the purposes of evaluating the proposal, we are asking you to complete all the budget forms attached to the RFQ.**

Q33: Pg. 31, Section 8.4 of the RFQ requires that the Proposer include with its proposal Living Wage Ordinance and Service Contractor Worker Retention forms. Please clarify what the difference is between the LW-29 and the LW-10. Please clarify whether the Proposer should include the LW-1 form with its proposal.

A: **The LW-1 is an internal document filled out by the Department.**

Q34: Page 1 of the RFQ, Attachment A, requires submission of the Living Wage Ordinance and Service Contract Worker Retention forms online at labavn.org. However, the guidance on submitting compliance documents (pg. 2 of “Submit Compliance Documents” PDF) on the LABVN website indicates that these documents “shall be submitted with each bid/proposal.” Please clarify where to find these forms, as it cannot be completed online.

A: **Please refer to the instructions on Page 41, Section 8.4, “ADDITIONAL RFP AND CITY CONTRACTING INFORMATION/Living Wage Ordinance and Service Contractor Worker Retention Ordinance,” for the location of the documents.**

Q35: Pg. 31, Section 8.3 of the RFQ states that bidders do not need to submit the EBO affidavit with its proposals; however on pg. 41, Attachment A, the EBO affidavit appears on the Proposals Contents Checklist. Please confirm that the bidder does not need to submit the EBO affidavit with its proposal.

A: Please refer to the answer to Q5 on the “Q&A – Proposers’ Conference” that was posted on October 26, 2017.

Q36 & Q37: Pg. 41 of the RFQ, Attachment A, requires that the bidder fill out the Non-Discrimination/Equal Employment Practices, Equal Benefits Ordinance and Slavery Disclosure Affidavits. Please confirm that these do NOT have to be physically submitted with the bidder’s proposal.

Pg. 41 of the RFQ, Attachment A, requires that the bidder fill out the Non-Discrimination/Equal Employment Practices online. However, However, the guidance on submitting compliance documents (pg. 2 of “Submit Compliance Documents” PDF) on the LABVN website indicates that these documents are no longer required on BAVN and that these provisions are now included in the contract language. Please confirm that the bidder does not need to complete these forms and submit either online or with its proposal.

A: As stated on Page 1 of the instructional manual available on www.labavn.org, “Submit Compliance Documents,” regarding the Affirmative Action and Non-discrimination/Equal Employment Practices Provisions documents: “Compliance affidavits will no longer be required on BAVN as compliance with these provisions will be included in the contract language.” As additionally noted on Page 1, both the Equal Benefits Ordinance and the Slavery Disclosure Ordinance documents have been updated online and must be uploaded to BAVN.

Therefore, none of these documents are required to be submitted physically with the proposal.

Q38: Pg. 4 of the Standard Provisions for City Contracts, PSC – 21 shows an Intellectual Property Indemnification Clause. Please confirm that it will not be part of the successful Proposer’s contract

A: All requirements listed in the “Standard Provisions for City Contracts” will apply unless another document in the contract is clearly marked as taking precedence.

Q39: Pg. 3 of Budget Form 1 requires a bidder “proposing to charge Indirect Costs to the grant you must provide a copy of your letter of approval from the cognizant federal agency.” As this is not a grant, please confirm that the bidder does not have to submit its letter of approval from the cognizant federal agency.

A: This contract will be grant-funded; therefore, the letter of approval from a cognizant federal agency is required.

Q40: Exhibit II requires that the proposal be valid and open for 90 days, however, pg. 24 of the RFQ, Section 7.1(2) requires that the proposal be valid and open for a period of 270 from the submission deadline. May bidders cross-out the 90-day period reflected in Exhibit II and overwrite with 270 days?

A: No, the bidder may not alter the form in any way.

Q41: Pg. 20 of the RFQ, Section 6.1(5) requires states, "If any proposal contains any trade secrets, or other proprietary information that the proposer claims is exempt from California Public Records Act, one redacted copy of the proposal must also be submitted (in addition to the original version) and four copies with an explanation for the redactions." Please confirm that the proposer should only include 1 copy of the redacted proposal with explanation for the redactions.

A: Yes.