

Question: Item 4 of the Simplified Request for Proposals (Simplified RFP) states “The bidder shall also be solely responsible for the cost of preparing responses to scope of work requests submitted by departments over the course of the contract.” This might be read to mean that if Member States of the SSDC request specific work under the agreed upon scope of work of this contract, and during its term, that the cost of preparing a response to the request is not in any way billable. Is that correct? Or does this mean that the cost of preparing a response to proposed changes to the agreed upon scope of work, that might result in changes to the contract, are not in any way billable?

Answer: The intent of this statement is not to indicate that time spent in preparing responses to SOW modifications will not be billable under that contract but rather the selected contractor will not have access to any use of the member states resources such as mailings, use of equipment, office supplies and other indirect incidentals.

Question: Item 9 of the Simplified RFP does not reference a public bid opening. Will there be one and, if so, when and where will it be?

Answer: **There will be a public bid opening on September 27, 2011 @ 3:30pm @ 312 Hurricane Lane Suite 201, Williston, VT 05495.**

Question: Item 10 of the Simplified RFP indicates that proposals will be reviewed by Vermont staff. Will any representatives of the Member States of the SSDC be part of the review team?

Answer: **Yes, along with DVHA staff the Program Management Unit responsible for proposal review will include a representative from each of the 7 SSDC member states.**

Question: Item 10.11 of the Simplified RFP references the insurance requirements found at Item 12 of the Simplified RFP. The content of Item 12 is the State of Vermont’s Attachment C Customary Provisions for Contracts and Awards. Since the costs of insurance obtained solely for the purposes of this contract will impact on the cost of a proposal, greater detail will be necessary. Regarding Item 7 of Attachment C:

- a. Workers’ Compensation is required. Would it be correct to assume that this does not apply to a bidder intending to personally do the work and not employ others? Since Item 5 of Attachment C clearly states that an individual is not extended any employee benefits including Workers’ Compensation, it would seem that it was up to the individual to determine which of such employee benefits he/she wishes to obtain for his or herself and that the State would not otherwise require them.

**Answer: Correct, all bidders can assume that workers compensation will not be a requirement of this contract should the bidder work and act independently with out employees.**

- b. Automotive Liability is required with a limit of coverage not less than \$1,000,000 combined single limit. According to one local Vermont automobile insurance agent, that is three times the coverage for a normally written Vermont policy. Based on the description of the Scope of Work, little automobile use would be required, certainly not more than 4-5 days per year to transport the individual bidder to meetings. Seemingly the bidder is not required to transport any other individuals under the terms and conditions of the contract that will result from this Request. Is that level of coverage required in these circumstances?

**Answer: This level of insurance may also be waived upon agreement of the Director of Risk Management. Insurance coverage will be discussed and decided during contract negotiations.**

- c. Professional Liability Insurance is required while the existing contract as found here <http://dvha.vermont.gov/administration/contracts> does not. Based on the standard Attachment C posted on the website of the Vermont Agency of Administration, Professional Liability Insurance appears to be an Agency/Department option and the amount of the coverage is RFP specific. Please confirm that Professional Liability Insurance is required. If it is, one local commercial insurance agent, commonly providing Professional Liability Insurance to consultants to the State of Vermont, indicates that generally policies are \$1,000,000 per occurrence and \$1,000,000 aggregate though occasionally \$2,000,000 aggregate. Please confirm that it is \$1,000,000 per occurrence/\$3,000,000 aggregate that is required.

**Answer: Professional Liability Insurance will not be a requirement of this contract, these levels were mistakenly inserted in the contract.**

Question: Item 10.13 of the Simplified RFP requires reference names representing “at least three companies with whom you have transacted similar business in the last 12 months.” In that period, the majority of my work has been with the SSDC and its Member States. May I use representatives of one or more of those states as references? If not, since the Bidder’s Experience, Criteria for Scoring, references experience within the past five years, would you accept references related to work in the last five years or, alternatively, the last three?

**Answer: Please provide at minimum 3 references with companies who you have conducted business with in the last 12 months as well as describe any contracting experience over the last 5 years for like or similar services. It is**

**understood that contracting experience could fall less than 5 years. All references can not reside on the review team of this RFP.**

Question: In the Criteria for Scoring, Information from the Bidder, the second bullet references contracts/grants and asks for “information on these funds in the Summary of Funding form in Appendix B”. Where can Appendix B and its Summary of Funding form be found? Where can any other appendices be found?

Answer: **All Appendices have been posted at the following links:**

**<http://dvha.vermont.gov/administration/2011-requests-for-proposal> and <http://vermontbusinessregistry.com/BidPreview.aspx?BidID=8494>**

Question: In the Criteria for Scoring, Technical Proposal/Program Specifications, Program Costs, Schedules A through D are described. Does DVHA have preferred formats for these, particularly the Schedule A Budget Submittal Form?

Answer: **There is no preferred format for Schedules B, C, and D. Schedule A form has been posted at the following links:**

**<http://dvha.vermont.gov/administration/2011-requests-for-proposal> and <http://vermontbusinessregistry.com/BidPreview.aspx?BidID=8494>**