



Request for Proposals for Consulting Services
(No. 2012-JAIL-01)

Questions and Answers

November 3, 2011

<u>QUESTION</u>	<u>ANSWER</u>
Because we have been prequalified in the past, do we need to respond to this new RFP?	If you were prequalified more than two (2) years ago, then you need to respond to this RFP.
When can we expect some contact from purchasing on MTC opportunities?	Sporadically, on an "as needed" basis.
I am a solo practice consultant interested in the RFP for consulting services. I notice the RFR refers to firms, but not to individual consultants. Are individual consultants eligible to bid on this work?	Yes.
Section 3.3, Paragraph (e), Billing Rates and Structure states "Respondents please note that work performed under a work order to the Master Service Agreement will generally be billed in accordance with the hourly rates provided by the Respondent (the "the Offered Rate")." Under what circumstances would the "offered rates" not be used for billing?	The Offered Rates would not be used in cases where the consultant offers a discount on the rates listed in the Master Agreement for a specific project. The discounted rate would be identified in the work order specific to that project.
Can you confirm that we propose rates for each year of the 2-year contract period?	Yes, it is expected that the proposed rates would remain in effect for a period of two years.
Section 4.2, Criteria, eighth bullet, "Reasonableness of the Offered Rates..." Does the term "flat fee" refer to firm fixed price work orders?	"Flat fee" can refer to "fixed price" work orders, but it can also refer to specific tasks within work orders.
Can the response date be postponed until the middle or end of November 2011?	The response date has been revised and responses are now due November 9 by 3:00PM.
Will separate contractual agreements be required for each service or task requested?	Not necessarily, MTC may choose to issue a Work Order for either a number of related tasks or a specific skill set that will be required for a number of unrelated tasks. MTC will strive to keep the number of separate contractual agreements to a minimum.
Will the contractor need to submit full proposals for each MTC service or task requested?	No.
Will the contractor be paid for preparing its proposals within the Master Agreement?	No.
How much time will the contractor have to prepare its proposal and submit after MTC's request?	The time limit for preparing and submitting proposals will vary depending upon the specific request.
How long will MTC take to review the service/task proposals?	The time limit for reviewing proposals will vary depending upon the specific request.
How long will the contractor have to mobilize and provide the services requested?	The time limit for mobilizing and providing services will vary depending upon the specific request.

<u>QUESTION</u>	<u>ANSWER</u>
Can you provide attachments B and D (referenced in the RFP on pages 7 and 9) or let us know where to find them?	"Appendix B" is "Attachment B". All references to "Attachment D" in the RFP are erroneous. The Master Agreement is available at: http://www.masstech.org/AgencyOverview/opps.htm
Given the broad array of consulting services requested and for which our firm has expertise, would you prefer our team to list firm and staff qualifications by the general consulting service category, specific tasks identified below, or in one combined section?	MTC would prefer that firm and staff qualifications are listed by general consulting service category.
Per the guidance in section 4.3 of your solicitation, we have an active master contract with MTC finalized earlier this calendar year. In negotiating this agreement a number of alternative provisions were proposed and considered acceptable by MTC. If selected as a potential vendor, we would request to use this agreement as the basis for any service delivery. Alternatively we would seek like accommodations incorporated into this contract as part of any final agreement. Therefore should include a copy of the current agreement and supporting attachments with our response to evidence our proposed exception/counterproposal to the RFP's contract agreement?	There is no need to submit the active Master Agreement between your firm and MTC with your response. Simply check the box on the Authorized Respondent's Signature and Acceptance Form (in Attachment/Appendix B) that indicates that you are "already a signatory to a Master Agreement with MTC".
Section 5.1(g) states "Respondents should note that the procedures for handling information deemed sensitive by Respondent and submitted to MTC set forth in Attachment A apply only to hard copy documents, and are not applicable to information submitted by, among other methods, electronic mail, facsimile or verbally." Can MTC please specify the standard(s) that would apply to electronic documents?	As a public entity, MTC is subject to the Massachusetts Public Records Law (set forth at Massachusetts General Laws Chapter 66) and thus documents and other materials made or received by MTC and/or its employees are subject to public disclosure. All information received by MTC shall be deemed to be subject to public disclosure, except as otherwise provided for within its policy and procedures. There are currently no confidentiality standards that apply to electronic documents.
Are there specific requirements for <u>workload</u> capacity or facilities?	No.
Are there specific requirements for adequacy of financial resources to support the performance of the consulting services?	No.