

Delaware Department of Transportation
QUESTIONS AND ANSWERS
Disadvantaged Business Enterprises (DBE) Supportive Services Consultant
1700 Request For Proposals
Thursday, June 19, 2014

Q #	Question	Answer
31	Section 3.2.1 states that targeted firms bid on transportation-related projects. Does DelDOT maintain data on DBEs that bid on your projects? If so, will that information be made available to the successful consultant?	DelDOT does not currently maintain data on DBEs that bid on projects. Methods for tracking the data will be discussed with the selected consultant.
30	Section 4.1 - Written Proposals does not provide a tab for submitting our response to the scope of services. Where do we submit our response?	See response to Question 18.
29	Will responses to questions be available in sufficient time for the consultants to complete and deliver proposals by June 24th at 3:00 pm EST?	Every effort is made to ensure that responses to questions are posted in a timely manner.
28	Are there forms required to demonstrate the utilization of DBEs in meeting the 15% goal?	Yes. The forms will be provided to the selected candidate.
27	Section 4.1 - Written Proposals does not indicate a request for cost as part of the proposal. Would you please confirm that a cost proposal is not required at the time of the proposal submission?	See response to Question 13.
26	Are the services for this RFP a new initiative or is a contract currently in place for these services? If there is a current or past contract in place, who is or was the firm providing these services and how long has the contract been in place?	See response to Question 2.
25	Is there a proposed budget for this project? If so, what is it?	See response to Question 5.
24	Section # 5, Paragraph # 5.7, Page # - 24 - Are subconsultants required to complete the certification forms or just the Prime?	Only the prime candidate is required to submit the certification forms.

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23	Section 3, Paragraph 3.9.2, Page 15. As a part of the Department's collaborative efforts to assist local small business firms to compete and win opportunities on the Department's federally-assisted highway construction projects, the DBE/SS consultant shall support the Department's relationship with the Delaware Office of Supplier Diversity by: 3.9.2. Joint Sponsorship of networking and outreach events targeted towards the small business community; What are the requirements of the event "Sponsor"?	Requirements of the event sponsor are to assist in managing registration, marketing, logistics, contracting speakers/trainers, and other activities related to putting on an event under the general guidance of the DelDOT project manager.
22	Section 2, Paragraph 2.2.11, Page 6. We have a \$5 million Insurance Policy for liability and are not required to carry the insurance referenced in (b),(c) and (d) based on the type of services we provide. Are we eligible to bid or be a subconsultant on this project?	You are eligible to bid; however the successful firm must obtain the required insurance as outlined in the RFP.
21	If two prime consultants ask you to be a subconsultant on their proposal, am I allowed to be down as a subconsultant for both?	Yes.
20	Would you consider extending the due date, to allow us time to incorporate answers to questions into our proposal?	No extension will be offered.
19	Does the offeror need to have a State of Delaware business license at time of proposal submission? (Ref. paragraph 2.2.16)	No, though if selected a Delaware business license is required before any may begin.
18	Paragraph 5.4 – Selection Criteria. This section references “Project Understanding and Approach”, “Data Management System / Capability” and “Scheduling / Firms Capabilities / Resources” as proposal evaluation criteria. However, Paragraph 4.1 does not list these items in the “Written Proposal” instructions. What is the format, page length and tab identification for these items?	This is criteria that the selection committee will use to rank submissions. Specific information or details regarding that should be incorporated in Sections A and B of your submission.
17	Section 4.1. If proposals should include a budget or price proposal, what section of the written proposal should this information be included in?	See response to Question 13.
16	Will the fix fee for profit be negotiated after the consultant has been selected?	Yes.
15	Section 2.2.4.4. Will the overhead rate for this project be set by the Department or negotiated after consultant selection?	See response to Question 14.

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14	Section 2.2.4.2. Will the Department provide a provisional overhead rate or will the selected consultant need to provide a FAR audited overhead rate prior to submitting invoices to the Department?	The selected vendor will provide a FAR audited overhead rate which the Department will use to determine the rate that will be used for work performed for the Department. This rate is reviewed yearly.
13	If requested, what cost and/or budget information would the Department like submitted with the response to RFP 1700?	No pricing/budgetary information is being requested at this time.
12	Section 2.2.4. Should the bidder's Expression of Interest contain a price proposal or will price be negotiated after the consultant is selected? If a price proposal should be included, would the Department like to see a 1, 2 or 3 year projection?	Prices will be negotiated after selection.
11	Does this agreement process follow a specific format identified within the DelDOT Professional Services Procurement Manual?	Please review Section 5 of the RFP for details on the Selection and Award process being utilized.
10	In addition to our own employees, we augment our staff with 1099 personnel, based on specific assignment requirements. Does this fit the requirement of paragraph 2.2.4.1 – “Actual direct salary cost of productive technical personnel”?	No. Personnel who receive IRS form 1099 MISC to report income to the Internal Revenue Service will be considered contractors.
9	As this work is task order driven (RFP paragraph 2.2.1), will the first task order cover the first 6 months of work and deliverables (RFP paragraphs 3.1-3.3 and 3.15)? Please explain your task order issuance policy and plans as it relates to RFP paragraphs 3.4 through 3.13.	No. Each task identified, including those noted under Deliverables will be considered a separate task, each with differing completion dates.
8	As this work partially relies on federal funding, what assurance do you have that this work will continue for 3 years?	We do not make any assurances.
7	As we are a certified DBE firm and will bid as a prime contractor, will we also be required to meet the 15% DBE participation goal via a subcontractor?	We would use the percentage of work that the prime contractor expects to use with its own force (not sublet) and that would count towards the DBE Goal.
6	What efforts have been made in the past to develop or address the requirements for a Business Development Program or DBE Supportive Services? Please describe the results of those efforts.	In the past DBE supportive services were provided to DBE program participants based on results of their surveys. Those services have been sporadic because implementation of the program has been handled in-house by limited staff. DBE participation varies with the type of services provided. We have not previously addressed a formal Business Development Program.
5	What is your budget for this project?	That information is not available at this time.

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4	If a previous contract existed, what was the value of that contract?	N/A
3	If a previous contractor existed, is there any reason for you to believe that this contractor would not be bidding this RFP?	N/A
2	Is this a follow-on to an existing contract or a re-bid/re-write of a previous contract? If so, who had the existing/previous contract?	No
1	Is there an incumbent or preferred contractor? If so, who is it?	No