

## Solicitation No. 1000184651

To All Offerors:

Please be advised that the Department has been asked for clarification relative to Solicitation 1000184651 and we would like to submit the following information to all prospective offerors to assist in the formulation of bid packages:

### AMENDMENT:

1. In Financial Evaluation Section 4.2.2.8, tables for Stream 1 and Stream 2, where the table indicates 'Database Coordination', this should read 'Document Management'. Also the formula for Average Per Diem rates reads  $(A+B+C+D)/3$ , however it should read  $(A+B+C+D)/4$ .
2. In Annex "B" Basis of Payments, tables for Stream 1 and Stream 2, where the table indicates 'Database Coordination', this should read 'Document Management'.

### QUESTIONS AND ANSWERS:

#### QUESTION #1

Section 4.1.7 states:

4.1.7 Bidders may propose against **either or both** of the following Service Streams:

- Stream 1 – Research Analysis, Research Services and Document Management; **OR**
- Stream 2 – Research Services and Document Management.

***Each Service Stream will be evaluated separately*** against a distinct set of Mandatory Requirements and Point-Rated Criteria detailed below.

Bidders are encouraged to carefully review the Criteria required for each Service Stream to ensure their Proposal is well structured and addresses all requirements for the Service Stream(s) in which they are proposing.

Please be advised that Bidders proposing and successful in both Service Streams will be eligible for award of a single SOA for the provision of Stream 1 only.

If a firm or joint venture offers services for both Stream 1 and Stream 2, and if they have resources that qualify for one or the other, but not both, then would the award of a single SOA for the provision of Stream 1 only, exclude the resources that only qualify for Stream 2?

#### ANSWER #1

An SOA awarded for Stream 1 would only include proposed resources who met the minimum qualifications for Stream 1.

## **QUESTION #2**

In section 4.3.5 of the Basis of Selection, it is noted **DIAND may award up to a total of twenty two (22) Standing Offer Agreements (SOAs) as follows....**

Are Standing Offer Agreements to be awarded on the basis of the number of qualifying **resources** or on the number of qualifying **bids**?

For example, in your example, Bidders 1, 2, 3, 4 and 5 are given Standing Offer Agreements of equal value. Will successful company or joint venture bids be given a pro-rated Standing Offer? For example, if a company or joint venture successfully bids ten resources, and scores the same pro-rated score as an individual resource bid, will the company or joint venture receive a Standing Offer that is ten times the value of the individual resource bid?

## **ANSWER #2**

Standing Offer Agreements will be awarded to Offerors based on the Basis of Selection outlined. The number of resources proposed is not a factor in the value of SOA awarded, and as such, award values will not be pro-rated.

## **QUESTION #3**

In section **7.9 Call-up Allocation and Procedures**, sub-section **7.9.1.1** it states:

Call-ups against the Standing Offer will be issued by the Standing Offer Authority or the Project Authority (as applicable) on a proportional basis such that the highest-ranked Offeror(s) receives the largest predetermined portion of the work; the second highest-ranked Offeror(s) receives the second largest predetermined portion of the work, etc. as follows....

In your example, bidders 1 to 5 each receive 8.37% of the work. Is this allocation of work based on the number or qualifying resources or the number of Standing Offers? That is, if a company or joint venture receives a Standing Offer, will they receive as much work as an individual?

## **ANSWER #3**

The allocation of work is based on number of Standing Offer Agreements awarded.

## **QUESTION #4**

Section **7.9.1.2** on states: "The Departmental Authority will monitor call-up activities to ensure work is allocated in accordance with the predetermined work distribution."

Will this information be available to the Standing Offer holders? How can the Standing Offer holders access this information?

## **ANSWER #4**

Call-ups/contracts where the value exceeds \$10,000 are disclosed on a quarterly basis as part of the Department's pro-active disclosure of contracts.