

Questions and Answers 1 – Employee Engagement Survey

- For the evaluation of proposals, can PPS provide the scoring criteria or clarify the scoring criteria of each segment of the proposal submission?

Appendix E referenced in the RFP does not provide a breakdown of points other than reference a Compliance Matrix referring to Appendix B & C. We do not see a matrix that's supposed to be included that states (below, Mandatory and Rated) referenced on page 38.

A: Rated Criteria 1 (Project Experience including CV) = 50%
Rated Criteria 2 (Proposed Approach/Methodology) = 50%

A: Section 2 of Appendix D titled Compliance Matrix should indicate the following:

The Criteria Compliance Matrix (below, Rated only) will be used by the PPS Evaluation Team to find the required information in the Bidder's response.

Also on Table 1 – Rated Criterion referenced on page 40 of the RFP, it provides no scoring weights. The Financial evaluation info provided for pricing in Appendix E page 39, provides the calculation for scoring the highest points but does not provide the number of total points weighted or available to be won for the pricing portion of the proposal. Clarification here and other sections of the proposal evaluation would be very helpful.

A: The financial evaluation is worth 30%. Please see Appendix E, section 3 – Financial evaluation on page 38. Also, please note that a minimum overall pointing of 65% is required as a passing mark of the rated criteria.

- Can PPS provide the Forms to be filled out for the proposal submission (Appendix B, C, & F) in a Word Format?

A: Yes, please see the Word version of the RFP attached to this email.

- Can PPS clarify how they would like proponents to prepare their submission in response to this RFP so it will be easier for you to evaluate submissions? Should we follow the format provided in Table 1 on page 40 and include Appendix B, C & F as part of our submission?

A: You can follow format provided on Table 1 and add section as well (with reference to them in Table 1) as you can use Appendix B, C and F and add supplement section if you need to elaborate.