

Q&A For PSD RFP for Consolidated Merger 23-4353-PET

Question (in quotes, emphasis in original): “The RFP instructs bidders to ‘submit their pricing information in, and according to, the Price Schedule attached to the RFP.’ (RFP, p. 6). The price schedule attached to the RFP provides a table for inserting staff titles/names and hourly rates, travel expenses and overhead costs.

Question: should bidders also provide a *total project budget estimate* for the project (i.e., ‘not to exceed’ amount containing a summation of all staff fees, travel expenses and overhead costs)? If so, should that total project budget be included on the Price Schedule?”

Department Answer: Yes. Any responsive bidder must clearly disclose the maximum dollar amount payable by the State for services, supplies, commodities, and expenses on a “fixed price” basis or a “not to exceed” maximum dollar amount on the Price Schedule appended to the RFP. Any quoted maximum dollar amount by a bidder would cover only those amounts payable by the State during the duration of a resulting contract (see page 18 of the RFP for a sample State Standard Contract for Services) and would not necessarily apply to any contract renewals or extensions, as applicable, absent an amendment. Unless a bid clearly indicates otherwise, the Department will presume that any proposed maximum dollar amount is inclusive of the prospective contractor’s participation in, and assistance with, all potential legal processes and substantive subject matters as described in the RFP and the appended scope of work. If the maximum amount provided in a responsive bid contemplates less process or fewer subject matters than indicated in the RFP, each instance of a departure from the full complement of services as described in the RFP should be clearly stated and an explanation provided. The Department recommends that any responsive bid identify key staff and explain and itemize fees, expenses, and costs with the maximum dollar amount as otherwise indicated in the RFP and its attachments.