

## Demographic forecast RFP consultant questions - September 11th, 2023

- 1. Can TCAG please clarify that References (as requested under section V. Proposal Requirements/5. References) can be included for projects that are still currently active? The projects that PRB would use include work that has been ongoing for at least 1 year.**

*References can include all projects that are relevant to this project's scope of work - completed and/or ongoing.*

- 2. In order to adhere to the page limits, can TCAG please specify whether there are any formatting requirements or preferences, including for:**
  - **Line spacing (e.g., single or double)**
  - **Margins**
  - **Font size/type**

*There are no formatting requirements for the Proposal.*

- 3. Please confirm whether there is an overall page limit for the proposal.**

*There is no page limit for the proposal.*

- 4. Please confirm whether, for the cost proposal section, it is acceptable to provide totals (and requested details) just for each Task; or, whether it is necessary to also provide totals for subtasks (as well as a breakdown for each subtask detailing all direct and indirect costs, and labor).**

*A cost proposal can be provided just for each task. However, in the unlikely case of TCAG requesting modification of the task descriptions during final negotiations, the cost proposal shall be updated as well.*

- 5. Given the limited scope and budget (~\$80,000) of the envisioned contract, is TCAG in principle open to negotiating reasonable changes to insurance requirements? For example, we are unable to include statements that relevant policies cannot be canceled as required in Attachment D, Section B.2, bullet 4. We can, however, add a 30-day notice of cancellation. Similarly, not all of our insurance policies can be made primary and non-contributory as required in Section B.2.**

*TCAG is open to negotiations on insurance requirements.*

- 6. In Section IV, Paragraph 3 "Invoices and progress reports," the RFP indicates that contractors shall invoice based on hourly rates. Would TCAG be open to the option of awarding a fixed-price contract? If TCAG does not intend to award a fixed-price contract, could you please indicate whether TCAG envisions: (1) awarding a Time & Materials or Labor Hour contract, under which offerors will be compensated using fixed hourly rates for specific labor categories, (2) awarding a cost-type contract, under which offerors will be reimbursed at fully burdened actual labor costs (potentially including a fee), or (3) awarding a different type of contract.**
- **If the response is #3, please clarify the expected contract type.**

*A fixed price with a progress payment contract may be requested. However, it is required that contractors submit a cost proposal based on hourly rate as is stated in the RFP.*

- 7. In Section V, Paragraph 4 "Project Personnel", the RFP indicates that "project personnel changes require that TCAG is notified by the Project Manager." Are such notifications required for *all* personnel, including administrative support personnel and editors, or are they limited to professional (i.e., technical) personnel only?**

*Such notifications are required for all "Project Personnel" - the Project Manager and all key project personnel assigned to this project (except support or clerical).*

- 8. In Section V, Paragraph 4 "Project Personnel", the RFP states that "Prospective consultants shall describe the qualifications of all professional personnel assigned to this project, including a summary of similar work or studies each member has performed and a resume of each professional." We assume that "professional personnel" in this case does not include administrative support personnel and editors, and that these requirements are only for technical personnel, but please confirm.**

*Correct – the "Project Personnel" are the Project Manager and all key project personnel assigned to this project (except support or clerical).*