

## Amendment 2

### RFx 3150003936 – Questions and Answers

1. Per paragraph 4.2 Evaluation Procedure, 1. Cost structure. Relative Cost category, which is weighted at 35 points asks: *How does the cost compare to other similarly scored proposals or qualifications?* The RFQ does not specify a standardized cost format, such as a list of hourly rates, for example. Would MEMA please clarify how cost will be compared across proposers, given that the RFx does not specify how pricing should be structured? **The proposer can give a board across the board cost for Technical Services that would be the cost to perform these services for one year. Please see question 4 for more information.**
2. Per Attachment B – Statement of Qualifications Questionnaire, does all response information need to be completed within this form, or may supplemental information be attached? **Attachment B as well as attached supplemental information can be used to respond to the questionnaire.**
3. What is MEMA’s system or record for grant management? Is MEMA seeking proposers to provide and implement a grant management software solution? **MEMA is currently contracted with MB3 for its software support of grant management. We are not looking for a new software solution. This RFQ is mainly in terms of “auditing” in response to FEMA requesting documentation of expenditures within disaster relief programs.**
4. Per paragraph 2.4, item F, which requests an estimate of price. Is MEMA seeking an estimated total, i.e., lump sum? **See question 1 for this answer.** Given the unknown level of effort required, would an hourly rate schedule or task-based pricing structure be acceptable? **The proposer can utilize Attachment I, which is in the amended RFQ on the website as well as placed on the website as an amendment, for hourly rate or task-based pricing. You can add as many lines as you need to in the section noted “Unit Description” and “Unit Price”.**
5. There is no RFx number included in the document, would MEMA please advise what RFx number should be included on any required labels, forms, etc.? **While the RFx number is included in the document in several places including Attachment A, the RFx number is 3150003936.**
6. Per paragraph 4.3 which states *“the cost submission packet should not have any company identifying markers.”* Regarding Cost Factor C (Financial Stability and Strength), what financial documentation should be provided in order to demonstrate financial strength, without providing company identifying information? Should financial documents be included in the cost proposal, in order to address this cost factor scoring criteria? Or should financial documentation be included in the qualifications statement? **Financial documents should be included within the Cost Factor scoring, but there should be no company markings of any kind. The reason for not having any identifying markers is the Cost Factors/Cost packet shall be scored blindly. This is per Public Procurement Review Board/Office of Personal Service Contract Review Rules and Regulations. See below.**

### **3-203.12 Receipt, Opening, and Registration of Proposals and Qualifications**

Proposals and Qualifications shall be received in accordance with Section 3-202.11.1. (Receipt of Bids)  
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Submitted proposals or qualifications shall be opened at the time designated for opening in the RFP or RFQ. A Register of Proposals or Qualifications shall be created in accordance with Section 3-203.01(f). The person designated to create the Register of Proposals shall keep the names of the offerors and their identifying numbers or letters, or combination thereof, in a sealed envelope or other secure location until factors not requiring knowledge of the name of the offeror have been evaluated and scored.

The person designated to create the Register of Proposals shall create a list of all offerors to present to the Evaluation Committee for conflict-of-interest certification purposes. This list shall only include the name of the offeror without any corresponding identifying information which would affect the blind evaluation of factors not requiring knowledge of the name of the offeror.

If the designated person reveals the names of the offerors and the corresponding identifying information before such time, the procurement process shall be terminated, and the proposal or qualification resolicited. The Register of Proposals or Qualifications shall be made part of the report required under 3-204.04.

Identifying information includes, but is not limited to, any prior, current and future names or addresses of the offeror, any names of incumbent staff, any prior, current and future logos, watermarks, and company colors, any information, which identifies the offeror as an incumbent, and any other information, which would affect the blind evaluation of technical or cost factors.

Under no circumstances shall the Chief Procurement Officer, or any other individual, serve as both the “designated person” under this section and a member of the Evaluation Committee created under Section 3-204.01.2.

7. Per paragraph 4.4, Statement of Qualification Submission, may cost proposal copies be delivered in the same package as the qualifications statement in a separate envelope? **You may have the packet for Cost and the packet for Management delivered in the same packet. The Cost packet can be in separate envelopes in the same package due to the rules for having no identifying markers. You do not need to send separate packages.**

8. Per Paragraph 4.3 Statement of Qualifications Requirement – is this the desired format of the “Management Factors” submission? Paragraph 4.3 omits Cost Factors from the list. **This is the desired format for the Management packet. As stated, the Cost packet should not have any identifying markers of any kind and should only include information that pertains to answering the Cost Factors without identifying the company in any form. The Cost packet should include only Attachment I and any financial documentation that is noted in the scoring of Cost Factors less identifiers.**

**Receipt of Acknowledgement of Amendment**

Company Name \_\_\_\_\_

By \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_