

Strategic Management Consulting Services for the Office of the Director
Solicitation No. DCAM-17-NC-0038
QUESTION & ANSWERS

NO.	QUESTIONS	DGS RESPONSE
1	Can we submit different pricing for different people/resumes within the same category/job description?	No, DGS will not accept different pricing for different people within the same labor category.
2	Are there any incumbent firms/companies currently performing the work in the Request for Proposal?	Yes, there are three firms currently performing similar services.
3	Do we send the signed Tax Certification Affidavit to DGS now or "include in the submittal proposal package?	Tax Certification Affidavit shall be submitted in the price proposal binder per Section E.4.1.
4	Will DGS consider any proposal extensions beyond Feb. 3rd at 11am?	Please reference Addendum No. 3, Item No. 7.
5	In other proposals recently submitted to other municipalities, agencies have requested electronic copies of proposals in USB flash drives. Can you confirm that email will suffice for the electronic version?	Please reference Addendum No. 3, Item No. 3.
6	For the physical copies, am I reading it correctly that we will need: o 2 original submissions for the Technical and Price proposal; o 12 copies for the Technical and Price proposal; and a o TOTAL of 14 envelopes EACH containing a three-ring binder	Please reference Addendum No. 3, Item No. 3.
7	The RFP requests a project management plan which is worth 20% of the evaluation criteria, yet there is no specific task(s) requested to build a detailed PMP against. Can you please clarify the Governments intentions relative to this requirement and evaluation criteria?	The Contractor does not need a specific task to address the Project Management Plan; the Department would like to know the Contractor's overall approach detailing how the Contractor intends to engage the Department to accomplish the Department's strategic planning initiatives.
8	Transformational change of the sort that DGS is looking for requires expert integration of program and project management that connects the vision and strategic goals of the organization with the tactical implementation. The most important element in success is leadership and the technical approach. The evaluation criteria for this proposal (E.4.2) covers the past performance of the firm which for new firms like our is problematic. There is no request for, or evaluation of, the technical approach the firm will use for DGS.	Technical approach is inclusive on the project management plan. The Department expects each Offeror to provide their best approach to respond to the RFP requirements.

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9	<p>No SBE has the type of personnel on staff in the quantities (16) required to bid this RFP on its own merits and so they will be forced to dig through their rolodexes and the job boards to come up with the requisite number of resumes. Yet these people are not on staff and without any actual task or timeline from DGS their actual availability will be highly suspect. You are also not requiring signed letters of commitments, so firms who are less scrupulous than us may just include resumes they find on the Internet. Many job candidates loath to be included in a proposal for which there is no immediate opportunity which is the case here. That makes this bid a particularly onerous especially given the timelines. Yet this is between 30% and 60% of the evaluation depending on how you interpret D5.</p>	<p>The Department of General Services is seeking qualified candidates for the requested labor categories to provide expert strategic consulting services. The evaluation criteria remains the same and DGS will ensure that all Awarded Contractors are in compliance with all District regulations per Section B.8 Conformance with Laws.</p>
10	<p>It was stated in the meeting that for this procurement SBE's can only team with other SBE's and CBEs and not people like "KPMG". As part of our work with DSLBD we did an extensive review of DC Code 2-218. 2-218.46 covers subcontracting (specifically in this case 2-218.46 (a)(3) and 2-218.46 (c). It is our understanding that we can team with anyone we want, provided we do at least 50% of the work under DC Code 2-218. Is this correct? Is SBE teaming only with CBE/SBE a DGS specific position on this deal and if so why?</p>	<p>Yes, this is correct. SBEs are required to self perform 50% of the on-site work with its own workforce, pursuant to D.C. Code § 2-218.01. DGS does not require SBEs to team with only CBE/SBEs; Offeror is expected to abide by the DSLBD subcontracting requirements set forth in the D.C. Code stated above.</p>
11	<p>It is unclear from the RFP how cost will be evaluated. For example, how will a 10% differential in cost impact the 20 point evaluation criteria (or for that matter 30% differential)?</p>	<p>The Offeror with the lowest price receives all of the price points available. Others will receive a proportional amount of points thereafter.</p>
12	<p>Please confirm what is required to be submitted electronically. Is it just Attachment B? Or should Attachment D also be sent electronically?</p>	<p>Please reference Addendum No. 3, Item No. 3.</p>
13	<p>Are the subcontractors required to fill out and submit all of the Attachments?</p>	<p>No, only the Prime Contractor (Offeror) is required to complete and submit all of the attachments.</p>
14	<p>What documents are required to be submitted by the subcontractors? Do they have to submit a copy of their DSLBE certification?</p>	<p>Subcontractors are not required to submit any documentation.</p>
15	<p>On page 22 of 30, in the fourth paragraph that begins with "NOTE", it states that Attachment B and Attachment D should not have any "material deviations". These are two separate forms and require different information. Please explain what is meant by "material deviations".</p>	<p>Please reference Addendum No. 3, Item No. 3 for clarification. Material deviation refers to Offerors revising or altering the provided Bid Form (Attachment B). Contractors may only provide requested information on this form. Any alterations or revisions made to the forms by Contractors shall render the proposal non responsive.</p>
16	<p>Attachment F requires a total dollar amount for the subcontractor (35% of total contract value). How do we determine this amount since we do not know what the total dollar value of the Task Orders will be?</p>	<p>Offerors should use the maximum contract value of \$950,000.</p>

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17	Attachment G requires a value for "Total Contract Amount", "Project Start Date", and "Project End Date". What values should be used for each of these fields?	The Offerors should use the Maximum Total Contract Amount of \$950,000.00. The anticipated Project Start Date is February 2017; the anticipated Project End Date is February 2018. This information will be provided once the Contract is awarded.
18	Section A.1 – Contract Type – is contract period considered one year so max for each of the three selected Offerors would be \$950,000 in one year....or is that max of \$950,000 considered over base plus 4 option periods so really max of \$190,000 per year per contractor?	The maximum contract value of \$950,000.00 is per awarded contract, per year.
19	Section B.2 – Scope of Work – can you provide the expected level of effort (hours per year) expected for each labor category?	This solicitation is Task Order driven; therefore, the level of effort and labor categories will be based on the specific task order.
20	Section B.2 – Scope of Work – only the Lead Consultant says the individual will be "onsite" – can you clarify expectations for other labor categories for off-site (i.e., work performed at contractor facility with standing or occasional meetings at DGS) vs. on-site at DGS facility located at 2000 14th Street NW - Frank D. Reeves Center?	The Lead Consultant labor category position is required to be on-site. All other category positions will be determined based on each specific task order.
21	Section B.2 – Can same people/resumes be identified in several labor categories within proposal since no idea what task orders will call for at this stage?	Offerors can use the same personnel/resumes for multiple labor categories as long as they meet the qualifications necessary to effectively and efficiently fulfill all the requirements of the Scope of Work.
22	Section B.5 – B.5.1 (RFP says B.6.1 in error) – Identification of Key Personnel – this looks like only 2 people need to be provided as key personnel or is it you want two people for each category – one for doing the work and one for oversight?	Please reference Addendum No. 3, Item No. 2 for clarification.
23	Section B.5 – B.5.1 – per above question – can same person be oversight for all positions? With maximum of \$950,000 per year that is only a 1-4 or 5 ratio if all personnel are expected to be full time so seems reasonable.	Please reference Addendum No. 3, Item No. 2.
24	What is expected timing of award of IDIQ?	DGS anticipates making an award by mid-February 2017.
25	What is expected timing of award of initial task orders after IDIQ award? (i.e., when would initial key personnel need to be available?)	DGS anticipates the first Task Order to be issued three (3) to seven (7) days after the Contract is awarded.
26	Section D.5.3 – Project Management Plan (20 points) – is previous experience working with DGS required?	No, previous experience working with DGS is not required; however, the firm should demonstrate prior experience required in the Scope of Work.
27	Section D.5.3 – Must Offeror team have both management consulting experience AND subject matter expertise in DGS operations (e.g., construction project management) or since multiple award can firms have either to qualify?	No, previous experience working with DGS is not required; however, the firm should demonstrate prior experience required in the Scope of Work.

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28	Section A.2 and Various Other References - Does the term Offeror mean the prime contractor or does it infer full team if subcontractor team members or subconsultants are to be bid?	The Offeror is the Prime Contractor. The contract shall be between DGS and the Prime Contractor. DGS shall not have privity with the subcontractors.
29	Attachment B has no formulas for level of effort (hours) to multiple by rates inserted. Is this intended and DGS just wants a total bid aggregate hourly rates per position?	All Offeror's shall provide the firm fixed fully loaded hourly rates for each labor category identified in Attachment B - Bid Form. The total number of hours will be determined and issued by Task Order.
30	Attachment C – Part 7 – if we have no current business with the Department of General Services is this section n/a and, therefore, does not need to be completed?	Correct, please indicate N/A where applicable.
31	Attachment A has the following requirements for the Senior Performance Management Specialist "A college degree in a relevant field of study and at least 7 years of experience in performance management and employee recognition programs." There is nothing in the duties description that describes need for knowledge in employee evaluation type performance management which would include the need for experience with employee recognition programs. Additionally it was stated during pre-proposal conference that this is organization goal related performance management, not employee human resources type process. Can you clarify what is intended on minimum experience per this discrepancy between duties on Page 12 of RFP and description in Attachment A?	<i>Attachment A</i> reflects the minimum requirement for this labor category; and Section B.2.7 reflects what DGS expects this labor category position to perform.
32	Attachment F – SBE Subcontracting Plan - there are several sections of this form and not exactly which areas are to be completed by the Offeror – can you clarify for both if we are submitting as Prime as a SBE/CBE and will self-perform and if we intend to have subconsultants or contractors?	In either case, the Prime Contractor (Offeror) shall complete by indicating it's intent to self-perform and or subcontract, sign and submit <i>Attachment F</i> - SBE Subcontracting Plan.
33	Attachment F – I don't see where it states that subconsultants or subcontractors have to be DC firms and/or certified SBEs – can you point us to where in the RFP that is clearly stated?	Please see Page 1 of <i>Attachment F</i> - SBE Subcontracting Plan. See Section C.2 DSLBD Participation on the RFP.
34	Attachment G– First Source Agreement – will you please provide exact agency information to be completed in first section? Not all information requested may be found in RFP -for example, it asks for Contracting Officer and that information is not provided in RFP under that specific title (says contract specialist), total expected contract award – not sure if that's maximum time for base year or total for base plus all option years, there is no information in RFP on employer start or end date, etc.	The Contracting Officer is George G. Lewis, CPPO; his contact information is listed on the Cover Page of the solicitation, and on Section E.2. The Offerors should use the Maximum Total Contract Amount of \$950,000. The anticipated Project Start Date is February 2017; the anticipated Project End Date is February 2018. This information will be provided once the Contract is awarded.
35	Attachment K – EEO – can you please clarify what goes into the proposal? Is it just the two signed EEO Policy Agreements OR is it also the full EEO Report form in addition to those?	Offerors are required to complete <i>Attachment K</i> - EEO Policy Statement Agreement in its entirety.

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36	Can proof of insurance requirements be forwarded to DGS once a firm has been selected?	Prior to contract award, each successful Awardee will be required to submit all required insurance certifications.
37	Please clarify the requirement of an SBE firm as the prime using a sub for additional resources.	Based on DSLBD regulations, the Prime Contractor has to self perform 50% of the on-site work with its own workforce. Please refer to the D.C. Code § 2-218.01 et seq.
38	Please provide a definition and program description for the acronym "STFH" on page 6 of the RFP.	"STFH" is the acronym for Short Term Family Housing.
39	In reference to the Deliverable List on page 14, do you want the offeror to provide a "sample" of each of the 8 deliverables?	Yes, the Offerors shall provide samples for each of the eight (8) deliverables indicated on the RFP.
40	Does the offeror need to provide a description of methodologies and tools that would be used by proposed personnel in each of the 8 personnel categories?	Yes, this information should be included in the Project Management Plan.
41	What are the technical capabilities that you are looking for?	Offerors shall reference Section B Scope of Work.
42	Are you expecting proposals to include resumes with expertise in the DGS functional areas?	Offerors are expected to provide previous experience with requirements in the RFP; however, no previous experience working in DGS functional areas is required. Offerors should demonstrate prior experience required in the Scope of Work.
43	Per the Scope of Work (page 5) it lists the qualified contractor to provide 8 personnel category positions. However, in the pre-proposal conference it was mentioned that a contractor will need at least 2 personnel per each category position. Please clarify.	The requirement is only one resume per labor category position; however, if the Offeror would like to submit additional resumes per labor category that is at the Offeror's discretion.
44	Given the time constraints and need to respond to questions, we would like to request an extension on the proposal due date for another week.	Please reference Addendum No. 3, Item No. 7; the Proposal Due Date has been extended to February 10, 2017.
45	The public notice period for this RFP procurement action is less than the 21 days required by DGS procurement regulations, Section 4710.7. Although the DGS public notice period is only for 3 days less than required, the DGS Contracting Officer has decided to issue a Determination & Findings justifying the shortened public notice period. Will DGS provide a copy of the Determination & Findings to potential offerors?	Per Addendum No. 3, Item No. 7, the Proposal Due Date has been extended to February 10, 2017.

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46	<p>Section A.1.1 on page 2 of the solicitation states in part "The Department will order and the Contractor shall deliver at least the minimum of \$250.00 in services and the Department may order a maximum of \$950,000 in services....." Considering the time and resources required to prepare a proposal in response to the solicitation, will DGS consider raising the minimum from the paltry sum of \$250.00 to at least \$50,000.00. Otherwise, it would appear that despite the award of 3 contracts, some contractors may receive little or no task order work.</p>	<p>No, at this time the minimum will remain in the amount of \$250.00.</p>
47	<p>Section A.2 on page 2 of the solicitation requires potential offerors to "carefully" review the Form of Contract that will "be issued by Addenda prior to submitting their proposal." In addition, Section A.2 imposes several other conditions on potential offerors regarding the Form of Contract. As of this email, the DGS website does not reflect the issuance of an addendum that includes the Form of Contract referenced as Attachment L on page 4 in Section A.8 of the solicitation.</p>	<p>Please reference Addendum No. 3, Item No. 5, Exhibit B.</p>
48	<p>Considering that DGS has not provided a timely copy of the Form of Contract referenced in Section A.2 on page 2 of the solicitation for review by potential offerors and their legal staff, will DGS consider extending the closing date for submission of proposals?</p>	<p>DGS has extended the Proposal Due Date to February 10, 2017. Please reference Addendum No. 3, Item No. 7, posted on the DGS website.</p>
49	<p>Section B.1 on page 5 of the solicitation defines the Subject Matter Expert as "a bona fide expert in a particular field with special in-depth knowledge in that area, which will come from extensive education and/or experience." In order to adequately develop pricing for this position, it is critical to know in what particular field the Subject Matter Expert should have extensive education and/or experience. Will DGS more definitively define the Subject Matter Expert area it is seeking to obtain through this solicitation?</p>	<p>The Subject Matter Expert shall have experience in any, or in combination of the following areas: facilities management, construction, facilities, and technology. See <i>Attachment A - Minimum Requirements for Personnel Classifications</i>.</p>
50	<p>On Line 8 of Section B.2 on page 5 of the solicitation the Scope of Work states "Other services may include personnel support services and reporting and data analysis." Where and how are these possible services to be priced?</p>	<p>Please reference Addendum No. 3, Item No. 1.</p>
51	<p>Section B.3 on page 14 of the solicitation contains a general list of deliverables. Are these deliverables applicable to every Task Order issued by DGS? Are there specific timelines for submission of the deliverables?</p>	<p>The Awarded Contractor will be given a list of deliverables per task order to include specific timelines; however each Offeror shall provide a sample of deliverables with their proposal per Section B.3.</p>
52	<p>Section C.2.2 on page 17 of the solicitation exempts a prime contractor which is certified as a small, local or disadvantaged business from complying with Section C.2 and Section C.2.1. Considering that this solicitation is set aside for SBEs only (see cover page and Section A, Executive Summary on page 2 of the solicitation) why are local and disadvantaged businesses being exempted?</p>	<p>Exemptions are provided by D.C. Code § 2-218.01 et seq.</p>

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53	Why is Section C.4, Apprenticeship Act, being included as part of this non-construction solicitation?	This Section is included as a standard provision, and is not applicable to this solicitation.
54	The first sentence in Section D.5.2, Key Personnel, repetitive and could cause some confusion. Is DGS seeking inclusion of additional staff to meet the requirement that beginning on line 4 states "the Contractor will need to include within its team individuals who can manage the programming of both the design and process.	Please reference Addendum No. 3, Item No. 2.
55	Section F.5, Contract Award, is confusing in that it seems to imply that DGS may select an offeror, pursuant to 27 DCMR Section 1613.5 that is not entirely based on page 20 Section D.5, Evaluation Factors, of the solicitation. Please confirm that contract award will be solely based on the evaluation factors delineated in Section D.5.	Contract Awards will be made based on the evaluation factors delineated in Section D.5.
56	Page 1, Attachment J, Past Performance Evaluation Form, list 5 Performance Elements. Page 2 provides Rating Guidelines for only 4 of the 5 elements. Will guidelines be provided for all 5 Performance Elements?	For clarification purposes on Customer Satisfaction performance element: Customer Satisfaction is defined by the reported experience with a firm for services that exceeds specified satisfaction goals.
57	Will DGS modify the Bid Form, Attachment B, to more clearly reflect that prices for the base and option years are for fully loaded hourly rates as stipulated in Section A.1 on page 2 of the solicitation?	See Addendum No. 3, Item No. 4, Exhibit A - <i>Revised</i> Bid Form (Attachment B).
58	Will DGS confirm that the Service Contract Act wage rates included as part of the solicitation are not applicable to the Personnel Classifications shown on the Bid Form, Attachment B, or that a Request for Authorization of Additional Classification and Wage Rates will be required to be submitted to the U.S. Department of Labor?	The Service Contract Act serves as a guide. Offerors are expected to submit firm fixed fully loaded hourly labor rates to ensure compliance with the minimum wage requirements of the Service Contract Act.
59	Will you consider an extension of the due date to February 10th?	DGS has extended the Proposal Due Date to February 10, 2017. Please reference Addendum No. 3, Item No. 7, posted on the DGS website.
60	Do you expect that the positions awarded on task orders will be billable at 40 hours a week, required on-site such as in a staff augmentation format, or will they work as needed in accordance with deliverables?	It is DGS' expectation that each Awarded Contractor will work as needed in accordance with each Task Order to achieve specific deliverables.
61	How many resumes are required for proposal submission and for which labor categories?	The requirement is only one resume per labor category position; however, if the Offeror would like to submit additional resumes per labor category that is at the Offeror's discretion.
62	When will DGS provide answers to questions submitted by Jan 26, 2017?	Please reference Addendum No. 3, Item No. 6, Exhibit C.

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63	<p>Q.2 Reference: RFP Proposal Cover Page – Proposal Due Date</p> <p>Q.2 Will DGS consider granting a one week (7 day) extension to the current submittal date of Feb 3, 2017 due to the short amount of time allowed to incorporate potential changes to our response based on answers to questions submitted on Jan 26, 2017?</p>	Please reference Addendum No. 3, Item No. 7, posted on the DGS website.
64	<p>Q.3 Reference: RFP Section D.5.2 Resumes ii. C current workload over next two years</p> <p>Q.3. Please clarify what information DGS is requesting for a response to this question, projecting workloads for two years for candidates is subject to numerous variables.</p>	Section D.5.2 references Key Personnel.
65	<p>Q.4 Reference: RFP Section B.3 Deliverables List</p> <p>Q.4 Please clarify the requirement for addressing the Deliverables List provided in this section of the RFP. Does DGS require acknowledgement of ability to perform activities necessary to produce these deliverables? Is this list provided as an example in the RFP of a range of Deliverables that may be required in forthcoming task orders? Is it expected that each deliverable should be produced for each task order?</p>	The Awarded Contractor will be given a list of deliverables per task order to include specific timelines; however each Offeror shall provide a sample of deliverables with their proposal per Section B.3.
66	<p>Q.5 Reference: RFP Section D.5.2 Key Personnel</p> <p>Q.5 Are key personnel expected to be onsite full time?</p>	The Lead Consultant labor category position is required to be on-site. All other category positions will be determined based on each specific task order.
67	<p>Q.6 Overall</p> <p>Q.6 Is the project team expected to be onsite full time? If so, will co-located workspace be provided for the project team to easily collaborate?</p>	The Lead Consultant labor category position is required to be on-site. All other category positions will be determined based on each specific task order.
68	<p>Q.7 RFP Section D.5.4 Price</p> <p>Q.7 This section refers to “fully loaded rates”, however, Attachment B only provides ability to provide the total annual cost. What hours do you want firms to use for the annual hours.</p>	See Addendum No. 3, Item No. 4, Exhibit A for <i>Revised</i> Bid Form (Attachment B).
69	<p>Does the staff used on this project have to be full-time employees or can they be 1099 employees?</p>	Full-time or 1099 employees will be at the Offeror's discretion.
70	<p>In relation to “Key Personnel:” Does DGS require the full resumes of all potential team members who will fill the 8 personnel categories? In other words, are full resumes required for each of the 8 positions?</p>	Yes
71	<p>In relation to the “Experience and References” criteria: Must the contractor’s internal personnel be dedicated to full-time management consulting services? Or may the contractor provide project-based support for management consulting?</p>	The contractor shall provide the appropriate personnel based upon each individual task order.

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72	Are there specific projects in 2017 for which DGS anticipates using management consulting services?	The projects will be based on the on-going needs of the Department.
73	What is the estimated amount of hours required for each personnel category in 2017?	Once a need is determined, DGS expects the awarded contractor to provide the Department with an estimated amount of hours required to complete the required work.
74	Are there currently incumbent vendors for management consulting services?	The Department currently has three firms providing similar services.
75	For printing purposes, is double-sided or single-sided preferred?	DGS will accept either double-sided or single-sided printing.
76	Is each selected SBE required to provide resources for each of the eight listed positions? In the Key Personnel section of the response, are named individuals required for each of the eight positions?	Yes, Offerors shall include resumes for each labor category position.
77	When will the Form of Contract (Attachment L) be issued?	Please reference Addendum No. 3, Item No. 5, Exhibit B.
78	Can a candidate be submitted for more than one personnel category?	Yes; however, the candidate shall have the required experience necessary.
79	Please clarify section B.6.1. Identification of Key Personnel. Are each of the 8 personnel categories considered key personnel or are we ourselves, in our bid, to distinguish who is key and not? Are we also to distinguish based on the provided position descriptions and between personnel at a minimum whether they have (i) oversight responsibilities, or (ii) day-to-day responsibilities?	Please reference Addendum No. 3, Item No. 2 for clarification on Key Personnel.
80	Is there any page number, font, table font, spacing, or margin restrictions we need to abide by?	Please reference Section E.4 Submission Size, Organization and Offeror Qualifications.
81	Please clarify if the \$950K max is for BASE year only or if it includes all 4 option years.	The Base Year shall be a minimum of \$250.00 and a maximum of \$950,000.00. Should the Department exercise an option period, each Option Year will be a minimum of \$250.00 and a maximum of \$950,000.00.
82	Section G.1. Insurance states that the contractor is required to maintain the insurances as listed. Are any additional steps or proof required for this section within the proposal volumes to be submitted?	Prior to contract award, each successful Awardee will be required to submit all required insurance certifications.

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83	For submission: It is stated that it is required to submit 1 original and 6 copies, with each volume in its own separate 3-ring binder. Is it correct to assume that there must be a total of 14 binders to be submitted and each sealed in its own separate envelope?	Please reference Addendum No. 3, Item No. 3.
84	On page 22, in Section E.1. second to last paragraph – should the reference to Attachment D (Tax Certification Affidavit) be instead Attachment B? Again, is this the same as in the last paragraph that is titled 'Note:'?	Yes, that is correct. For clarification purposes, Attachment B is the Bid Form; Attachment D is the Tax Certification Affidavit.
85	Bid Form Attachment B. Are we only providing fully loaded rates? No assumption for level of effort?	Yes, the Offeror shall provide firm fixed fully loaded hourly labor rates. Please reference Addendum No. 3, Item No. 4 - <i>Revised</i> Bid Form Attachment B , Exhibit A.
86	SBE Subcontracting Plan form. We are a SBE CBE and we plan to subcontract to a VA small business for some of the work. The VA business is not a CBE. I'm not sure how to fill out the SBE Subcontracting Plan. I was hoping to speak with someone that could assist me.	Based on DSLBD regulations, the Prime Contractor has to self perform 50% of the on-site work with its own workforce. Please refer to the D.C. Code § 2-218.01 et seq.
87	The current solicitation does not allow for contractors to propose Subject Matter Expert (SME) rates in any of the select subject categories. Does DGS not contemplate the use of SME going forward, and if so, can these positions/rates be added post award?	<i>Attachment B</i> - Bid Form does allow Offerors to provide firm fixed fully loaded hourly labor rates for each personnel classification. Please reference Addendum No. 3, Item No. 4 for the <i>Revised</i> Bid Form.
88	A quick format question: some forms to fill in are not electronically fillable in Acrobat so I assume these are ok to submit in handwritten format? Example is Bidder Offeror Certification Form.	Correct, some forms are not electronically fillable; however, DGS prefers required documents typed rather than handwritten to avoid receiving responses that are not legible.
89	In Attachment F (SBE Subcontracting Plan), the attachment states all construction & non-construction contracts for government-assisted projects (agency contracts & private project with District subsidy) over \$250,000, shall require at least 35% of the amount of the contract (total amount of agency contract or total private project development costs) be subcontracted to Small Business Enterprises (SBE), if insufficient qualified SBEs to Certified Business Enterprises (CBE). The SBE Subcontracting Plan must list all SBE and CBE subcontracts at every tier. If the Beneficiary (Prime Contractor or Developer) is a CBE and will perform the ENTIRE government-assisted project with its own organization and resources and will NOT subcontract any portion of the services and goods, then the CBE is not required to subcontract 35% to SBEs." I am not completely understanding the conditions stated in the subcontractor plan. If a business that is a CBE is planning to prime this effort but also plans to use subcontractors, does it need to satisfy the requirement to subcontract 35 percent of the work to an SBE if the CBE (prime contractor) is already an SBE? Or does the CBE/SBE need to find another SBE if it plans to subcontract work?	This solicitation is set-aside for SBE participation only. If the SBE Offeror plans to perform the entire contract, they must complete the Subcontracting Plan stating that they will "Self Perform"; However if the SBE Prime intends to use subcontractors they are subject to the DLBBD regulations regarding subcontracting requirements. Please refer to D.C. Official Code 2-218.01).
90	In Attachment J (Past Performance Evaluation Form), the form states that the evaluators need to provide supporting data for any rating of Excellent". What type of supporting data will satisfy this requirement?	Any supporting data that will demonstrate how the Offeror's performance was Excellent; examples how the Contractor went above and beyond to exceed the client's expectations.