

 		<b>QUESTIONS &amp; RESPONSES #05</b>	
RFP / TITLE	071359   The NWSA On-Call Graphic Services		
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PHONE NUMBER	253-888-4751		
SUBMITTAL DUE DATE	April 2, 2020 @ 2:00 PM (PST)		
Q&A ISSUE DATE	Friday, March 27, 2020		
PROPOSER QUESTIONS	PORT RESPONSES	RFP/ RFQ Section	
Can you please answer the following questions: 1. Whether companies from Outside USA can apply for this? (like India or Canada)	<p>There are no restrictions on who can participate in this opportunity. There may be times when face-to-face meetings will be required. Pricing will need to reflect the potential for these types of meetings since the rates need to be fully burdened per the solicitation documents.</p>		
2. Whether we need to come over there for meetings?	<p>Some RFP tasks may require an in-person meeting with port staff. Teleconference options may be available for consultant interviews for the RFP.</p>		

3. Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)	Some tasks may require an in-person meeting with port staff.	
4. Can we submit the proposals via email?	Yes, please submit proposals at <a href="mailto:procurement@portoftacoma.com">procurement@portoftacoma.com</a> referencing RFP 071360 The NWSA On-Call Graphic Services	
5. Can the Port offer any clarification on what types of data and information will need to integrate into the interactive maps, or provide more detail about what types of interaction they will require?	The interactive maps would be likely be shared as an ESRI StoryMap. This should not require rigorous GIS skills, but some familiarity with GIS and customizing maps through the ESRI StoryMap templates. This will be a critical element.	
6. Will we need to supply qualifications for all requested services?	Yes	

<p>7. Section 4. Compensation</p> <p>Issue: The statement 'Payment will be upon accepted deliverables at the end of each task.'</p> <p>Why: Leaves the potential for open-ended acceptability based on who deems the product acceptable or not.</p> <p>Alt. Language: 'Payment will be upon accepted deliverables at the end of each task, as defined and agreed to by the NWSA and contractor during the definition stage of each task.'</p> <p>Benefit to NWSA: Establishes a defined method of acceptability and avoids potential disconnects and time to resolve any issues on acceptability.</p>	<p>The sentence will modified to read: Payment will be made upon acceptance of the deliverable at the end of each task. Acceptance is assumed five (5) days after delivery if no notification has been made to the contrary."</p>	
<p>8. Section 4. Compensation</p> <p>Issue: The statement 'All rates and costs/fees shall be: Fully burdened, including, but not limited to, per diem, administrative overhead, travel lodging, and transportation'</p> <p>Why: It is difficult to fully burden unknown expenses such as travel.</p> <p>Alt. Language: 'All labor rates shall be fully burdened, including administrative overhead, fees, and other labor-related costs. In addition, all costs for travel, lodging, and per diem, shall be implemented using lowest available, reasonable and customary rates. For evaluation purposes, contractor should assume X trips to Tacoma per year. {NWSA provide X}.</p> <p>Benefit to NWSA: Establishes a complete understanding of burdened labor rates, and an apples-to-apples estimate of travel costs.</p>	<p>The requirement will remain unchanged.</p>	

<p>9. Attachment B. Personal Services Agreement.</p> <p>Issue: The statement 'This will be accomplished on fully burdened, fixed basis and will not exceed \$00,000.00 without prior written approval from the Port.'</p> <p>Why: Without known scope over a two-year period with options, it seems difficult to identify a not-to-exceed value.</p> <p>Alt. Language: {NWSA provide the not-to-exceed value}</p> <p>Benefit to NWSA: All contractors will be responsible for not exceeding the common NWSA-provided value. This avoids unfair evaluation should one contractor define a very low value, knowing that NWSA will have to re-negotiate terms for an expanded not-to-exceed value.</p>	<p>The requirement will remain unchanged.</p>	
<p>10. Attachment C. Rates</p> <p>Issue: The statement 'Additional personnel are not authorized without prior written approval from the Port's Project Manager.'</p> <p>Why: Our company, and others, have many qualified personnel that may support this project.</p> <p>Alt. Language: Identify three key personnel by name, their labor category, and their fully burdened rates. In addition, list any other supporting labor categories and associated fully burdened rates. Contractor shall notify, and get approval from, the NWSA if any key personnel are required to be changed for this project.</p> <p>Benefit to NWSA: Provides key personnel for continuity of project, while providing flexibility of contractor to assign the best available supporting staff for the exhibits required over time.</p>	<p>Please identify the specific resources, personnel, that will be used on the contract. This requirement will remain unchanged.</p>	

11. Under the proposal section, Initial Evaluation Phase; 1. Specialized Knowledge & Experience, you request the proposal describe in detail how the team meets or exceed the qualifications stated in the qualifications section above. I do not see a section of the RFP labeled "Qualifications." Can you please clarify what section we should be referencing to respond to this criteria?	Please provide informaiton on knowledge and skills the team has demonstrating the ability to compelte C. Scope of Services.	
12. Under the proposal section, Initial Evaluation Phase; 4. Compensation, you request hours and total costs for each task and deliverable. We do not feel that the deliverables listed under the Scope of Work, (i.e. Maps, drawings, graphics to support planning presentations, updates to existing graphics, interactive maps) are detailed enough to provide accurate hour estimates or costs. Is there a more fully defined set of deliverables you can share to help in the development of hour estimates and costs?	The tasks associated with this contract will vary, examples of tasks are listed in C. Scope of Services.	
13. Page 2 states "Consultants must be prepared to support all four tasks within at least one of the subject areas listed above." Which are the Subject Areas and Four Tasks referred to? Are you able to provide a separate list?	This statement is incorrect and shoud not have been included in the announcement.	
14. The "Specialized Knowledge & Experience" section on Page 4 says "Explain in detail how the firm and team meets or exceeds the qualifications stated in the qualifications section above." I am unable to locate the Qualifications section in the RFQ, can you provide more information on where it is located, or which qualifications our team should be meeting?	Please provide informaiton on knowledge and skills the team has demonstrating the ability to compelte C. Scope of Services.	
15. The "Compensation" section on page 5 asks for "total costs for each task and deliverable." Is there a list of specific tasks and deliverables we should refer to in preparing our rate sheet?	The tasks associated with this contract will vary, examples of tasks are listed in C. Scope of Services.	
16. The Scope of Services (pg 3) states "All graphics must be prepared consistent with appropriate branding specifications." Do NWSA and the Port of Tacoma have an existing brand style guide, or is that something the consultant will be expected to develop?	Both the Port of Tacoma and the Norhtwest Seaport Alliance have branding guides. The consultant will not be expected to develop a brand style guide.	
17. Should we use Attachment C to provide the requested compensation information, or develop our own rate sheet?	Attachment C should be used to provide requested compensation.	

<p>18. In the RFQ requirements "Compensation" section, a rate sheet that includes total costs for each task and deliverable is requested.</p> <p>Since this is an on-call contract, would you like to know the estimated number of hours it takes to complete some of the types of deliverables requested in the scope of work along with our standard schedule of charges (hourly rates and other fees)?</p>	<p>Yes. Please provide estimated number of hours it takes to complete example tasks/deliverables, and a standard schedule of hourly rates and associated fees.</p>	
<p>19. My company is interested in providing a response to 071359_ The NWSA On-Call Graphics Services RFP. I am currently under contract for a similar type of work with the City of Tacoma's Environmental Services Department and have been doing their graphic design and illustration for the last fifteen years. It is a Personal Services type of contract and my work is on an 'on-call' project-by-project basis.</p> <p>Will this other work for the city as a contractor be an issue or hindrance legally for me to respond to this RFP?</p>	<p>Not as we understand the information you've provided. When submitting a proposal, you are representing you can provide the services required in the RFP and are not hindered by other commitments you may have.</p>	
<p>20. Section E. Proposal Elements &amp; Evaluation Criteria, 4. Compensation – Please confirm that responsive compensation information for this section is the fully burdened rates for the consultant personnel and subconsultants in US Dollars including, but not limited to, per diem, administrative overhead, travel, lodging, and transportation (all direct/indirect expenses included).</p> <p>We are asking this clarification because Item E., 4., c) notes "total costs for each task and deliverable" yet no information on specific tasks or deliverables has been provided in the RFP. Thus, we'd like confirmation that providing the hourly billing rates is responsive.</p> <p>Further, regarding E., 4., d), because this is a multi-year contract, does NWSA allow for an annual adjustment for rates to account for increases in the burdened rates due to increases in salary and benefits costs? If so, what is NWSA's policy for</p>	<p>Hourly billing rates are responsive. Please see the referenced "DRAFT Task Order Worksheet" as an example of how your hourly rates would be used to generate total cost of the task order.</p> <p>Rates are to be fully burdened and will remain in effect for the contract term unless renegotiated and agreed to by both parties in a written amendment.</p> <p>Rates may be negotiated at the end of the contract year. Rate adjustments will be tied to the CPI for the Seattle, Tacoma/Bremerton area.</p>	
<p>21. Page 6 notes "Attachment A – Instructions for Proposing" but there was no attachment A provided. Please provide or advise.</p>	<p>Attachment A is within the RFP, pages 7-10</p>	

<p>22. Is Attachment B, Personal Services Agreement and Terms and Conditions, intended to be submitted as part of our proposal response or is that included as informational to the Agreement that would be executed upon award and subsequent order for services?</p>	<p>Attachment B is provided for informational purposes so that the proposer will know what would be executed upon award. It also contains the terms and conditions for the agreement. These are the terms and conditions referenced in the RFP.</p>	
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