

 	<b>QUESTIONS &amp; RESPONSES #02</b>	
<b>RFP or RFQ / TITLE</b>	071359   The NWSA On-Call Graphic Services	
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<b>SUBMITTAL DUE DATE</b>	April 2, 2020 @ 2:00 PM (PST)	
<b>Q&amp;A ISSUE DATE</b>	Tuesday, March 17, 2020	
<b>PROPOSER QUESTIONS</b>	<b>PORT RESPONSES</b>	<b>RFP/ RFQ Section</b>
<p>Can you please answer the following questions:</p> <p>1. Whether companies from Outside USA can apply for this? (like India or Canada)</p>	<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?	Some RFP tasks may require an in-person meeting with port staff. Teleconfernece options may be an available for consultant interviews for the RFP.	
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,</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>	