

RFP #04-WS-01
CBDA Watershed Program Partnerships Seminar Series

Responses to Questions Received at the Question-Answer Forum
January 12, 2005

CONTRACT AND LEGAL

What are the State's expectations for vendors in meeting the DVBE requirement?

Contractors are given three options for meeting the DVBE requirement: to fully commit to having a certified DVBE perform at least 3% of the contract bid amount; to perform a good faith effort in finding a DVBE, or to submit a DVBE Utilization Plan. Questions regarding the DVBE requirement can be directed to Ana Sheppard, CBDA Contracts Office, at (916) 445-5392, anas@calwater.ca.gov.

Does a small business need to be a California small business in order to qualify for the preference?

Yes, a small business vendor needs to be certified as a California small business in order to qualify for the preference.

What is the small business preference?

Proposals received from vendors that qualify as a small business will be given a 5% preference.

Is it necessary for the principle agency submitting a proposal to be a California company?

No, the contract will not necessarily be awarded to a California entity.

What are the rules regarding overhead rates?

The State does not have any cap on overhead charges but the State desires to keep them at a minimum. High overhead charges may be questioned by the Department of General Services when they review contracts for final approval.

What is the range of the contract award?

The estimated value of the contract is \$100,000 -- \$499,999 as specified in the California State Contracts Register advertisement.

Will it be possible to renegotiate the costs once the contract is awarded?

No

Are the costs we propose in our proposals considered an estimate or a bid?

All proposals will be considered as a bid for contract award.

Why is State money used for this contract if CBDA is located in a Federal building?

CBDA is a State agency.

PROJECT

For Tasks 4 and 6 in the RFP, will the Contractor have access to the subject matter experts/consultants at no charge?

Yes, the Contractor will not be charged for consulting with subject matter experts that are aligned with the Seminar series.

Are there copies of past lesson plans?

A sample course outline has been provided in the RFP (Attachment 6).

How are students chosen for the Seminars?

The Seminars are widely advertised and students are selected using a nomination process. Self-nominations are also accepted. Selections will be made by CBDA with assistance from the vendor.

Are students selected from the general public?

Yes, students are chosen from the general public and come from a variety of diverse backgrounds, although each share an interest in watershed management at a local level.

Is there an incumbent?

Yes, the U.S. Office of Personnel Management (OPM). However, OPM is no longer involved in the project.

Will the Contractor be responsible for marketing and outreach to students?

No, the Contractor will not be responsible for promotion of the Seminars.

What are you choosing to do differently for this next series of Seminars? Are there more technical needs this time?

It is our goal to fine-tune the existing Seminar series into a more consistent, effective program. The Web-based modules will be a new component of the Seminars to provide more detailed instruction in selected topics for Seminar alumni.

Have you chosen a site yet?

No, although we anticipate that the first Seminar will be located in the Sacramento region. A site search is currently underway.

Can you elaborate on the goals for the project, in terms of frequency, number of people to reach, and how it ties into Watershed Program objectives?

The Watershed Program seeks to encourage and support collaboration among diverse interests to enhance and restore watershed function in the Bay-Delta system. The Seminars are designed to build the capacity and effectiveness of local management. It is our goal to host six seminars over the next three years in order to train 200-240 participants, although this RFP is for only three of those Seminars.

The RFP describes Web-based modules with 30 scenes. What does this mean in terms of length for the online lessons?

The modules should be for approximately 30-90 minutes to complete each one.

Can you expand on the Data Management (Task 2) requirement?

The purpose of Task 2 is to establish a database component that can handle the tracking, organizational and logistical needs of the Seminars. The pre-Seminar assessments will be used to gather and store important student and faculty information that should be easy to access by Program staff.

Can you expand on the types of reference materials/data sources that students in the Seminar will need access to?

The library/bibliography will be to record and provide access to references directly related to Seminar presentations.

Will there be a project management committee at CBDA, including an information technology staff person?

The project management committee will consist of Program staff; CALFED agency personnel; members of the Interagency Watershed Advisory Team, and; other expertise to be called upon as necessary for any individual topic.

TECHNICAL

Where will the database and server be housed?

Initially, the database/server will be housed either with the Contractor or at CBDA. For ease in de-bugging the software, it may be more efficient to begin with the database on the Contractor's server. However, the CBDA will eventually be the permanent site.

What are the database/server requirements? Is the CBDA server compatible with SQL? Does it use, or is it compatible with Oracle database software? If not SQL or Oracle, what specific type of database structure will the CDDBA server support? Is the database/server compatible with PHP and/or ASP.NET?

The CBDA server is compatible with Microsoft SQL, and therefore will be compatible with ASP.NET. The server is not compatible with Oracle or PHP.

Will it be necessary for the Contractor to purchase additional hardware?

The Contractor should not have to purchase any major equipment in order to complete the work.

PROCESS:

In meeting the RFP's minimum qualifications, will experience in agricultural resources qualify as having experience in environmental resources?

Yes, experience in agricultural resources can satisfy the requirement.

Why are the minimum qualifications so specific?

We are seeking a specialized contractor that can provide support at both a technical and an educational theory level. We also require that the contractor be familiar with environmental resources issues to facilitate development of the necessary elements for the project.

Will a copy of the sign-in sheet from the Optional Question-Answer Forum be made available?

Yes, an attendance list was distributed at the Question-Answer Forum. The information will also be posted on the CBDA Web site (<http://calwater.ca.gov>.)

Will a list be provided of all people who download a copy of the RFP?

CBDA will not automatically send the list to all potential bidders, but it can be available upon request.

The Cost Proposal Worksheet (Attachment 3) asks for a per-task cost breakdown. Does the proposal need to include detail in this section or just totals?

The worksheet requests that applicants provide per-task cost totals. Further per-task cost detail is beneficial for a complete review, but is not necessary for meeting the RFP requirement.

Will the Contractor have to budget for production of new video clips?

There is a wide variety of available visuals for use by the Contractor. However, it may be necessary to generate some additional videos, photographs, etc., depending on the extent of any individual proposal.

What expenses or expectations are related to the travel budget line?

No extraordinary travel is expected, beyond visits to CALFED, going to meetings, etc. We do not expect the Contractor to attend the Seminars throughout the state.

Who is on the selection committee?

The selection committee will include CBDA staff, plus other Federal and State resources agency staff. The Authority is the designated decision maker.

Is it okay to hand-deliver our proposals by the submission deadline?

Yes, you are welcome to deliver your proposals in person by the deadline. Our office is located at 650 Capitol Mall, 5th Floor, in Sacramento. Please note that the CBDA is located in a Federal Building which requires security clearance before entering. Please contact Julie Alvis at (916) 445-5459 prior to delivery.