

RFP Questions and Answers
City response COVID-19 after action report and improvement plan
Job #34-20-FD
June 29, 2020

Questions and Answers

Following is the questions and provided answers received by the June 25th deadline for this project:

1. RFQ states: "The funding for this project is limited and provided by Federal grant dollars...". It would be helpful to know the funding amount so consultants can present a tailored solution to Kirkland that meets its needs while maximizing the grant dollars available to the City.

The funding amount will be determined based on the value of the proposed deliverable to the City.

2. How will the City assign price points to the consultant(s) which do not propose the lowest price?

The scoring for the pricing category will be commensurate with the services provided to the City and the associated cost.

3. Does this City want the consultant to propose only one hourly rate and is it only this hourly rate that will be evaluated?

The overall deliverable cost will be scored.

4. Would a compliant response to this section be: "Consultant rate of \$x is proposed and the not to exceed maximum amount will be negotiated during the Final Selection Process?" If not, please provide a cost/budget template for the consultant to populate.

Again, would expect the proposal to include the cost based on expected hours and consultant salary. This is not an individual hourly hire; it is a contract based on a deliverable.

5. Consultant travel is not addressed in the RFQ. Please confirm that the City will reimburse the consultant at prevailing GSA rates for pre-approved travel.

If travel is being proposed by the consultant, the pricing for travel should be included in the proposal. In the current environment, we do not anticipate the need for onsite work.

6. Does the City want work samples, as they may be proprietary to some clients? If so, would it be okay to provide the Table of Contents of the Proprietary Clients, to show the pieces but maintain client confidentiality?

No, a table of contents is not acceptable. HSEEP documentation is NOT proprietary and anything paid with HLS funds is public record.

7. Are Proposers able to provide redacted samples?

Yes, but the bulk of the document should not be. The requirement is not for an exact AAR so a response plan would be good enough.