

**DEPARTMENT OF HUMAN SERVICES
OFFICE OF BUDGET AND FINANCE**

QUESTIONS AND RESPONSES #3

COST ALLOCATION AND RANDOM MOMENT TIME STUDY

RFP NUMBER: OBF.CARM.22.001.S

6/15/2022

- QUESTION: 16 Who is the current vendor for RMTS services? What is the annual value?
- RESPONSE: 16 The Agency currently have a Vendor for RMTS and the cost for that agreement is \$25,000 per year with two one -year options (total value is \$75,000). For cost we have, Internal Agency Cost Allocation System.
- QUESTION:17 Who is the current vendor for Cost Allocation:
- RESPONSE:17 We currently don't have a vendor for Cost Allocations.
- QUESTION:18 Are bids submitted for both services, Cost Allocation and RMTS, evaluated and scored independently or together?
- RESPONSE: 18 Bids can be submitted separately or together. However, no financial should be included with your technical response.
- QUESTION: 19 Within eMMA, there is a second , amended RFP dated 4/28/2022. This document appears to be a duplicate RFP. Please confirm the 4/28/202 amended RFP is the final document.
- RESPONSE: 19 The RFP dated 4/28/2022 along with Amendment #1 where we removed a duplicate statement. The PO will rename file reflecting final RFP
- QUESTION: 20 Subsection "I" does not list any requirements. Please confirm this was intentionally left blank.
- RESPONSE: 20 Yes, It was intentionally left blank and will be remove
- QUESTION: 21 The section titled " Time and Materials Invoicing" does not contain a description, please confirm there is no defined description or requirement.
- RESPONSE: 21 Section 3.3.3 Time and Materials Invoicing is followed up with 3.4

QUESTION: 22 Please clarify the applicability of the RFP sections “Work Hours,” “Continuous Performance of Key Personnel,” “Definitions,” “Contractor Personnel General Substitution Provisions,” “Replacement Circumstances,” “Substitution Prior to and Within 30 Days After Contract Execution,” “Minority Business Enterprise (MBE) Reports,” and “Work Orders” to this scope of work

RESPONSE: 22 Each section(s) 47-50 is defined; if you have a more specific question(s) that you can further explain regarding those sections please advise.

QUESTION:23 Please confirm if response that do not include subcontractors must include letters on intended commitment from vendor’s staff.

RESPONSE: 23 No, only subcontractors

QUESTION: 24 (section 6.5.2) What is the expected contract state date?

RESPONSE:24 We are questing September or later, 2022

QUESTION:25 (section 2.3.1) After implementation of the cost allocation system, what services does DHS require from the vendor for ongoing cost allocation support? Will the vendor process cost allocation on an ongoing basis or will DHS staff process cost allocation with the vendor providing hosting and system support only?

RESPONSE:25

QUESTION:26 (section 2.3) Are any consulting services outside of software desired for either the RMTS or cost allocation function areas?

RESPONSE:26



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6/15/2022

Procurement Officer Signature

Date: