

**RESEARCH SERVICES QA2**  
**2/19/2013**

Q: Would you please advise if both the 5100D and 5100J forms need to be completed?

**A: MDOT needs both forms submitted with each proposal.**

Q: What is DBE?

**A: DBE stands for Disadvantaged Business Enterprise. A DBE is a for-profit small business company that is at least 51 percent owned by one or more individuals who are both socially and economically disadvantaged. The research projects posted at this time do not have specific requirements for DBE.**

Q: The Consultant/Vendor Selection Guidelines indicate that "Electronic submission of quarterly reports must be included in the work plan, depicted on the work time cost schedule form and acknowledged in the deliverables section." What is the "work time cost schedule form"?

**A: The work time cost schedule form is the "Schedule of Research Activities Form-Appendix B".**

Q: Is the Research Proposal Budget Form Worksheet available in Excel format?

**A: The University Research Proposal Budget Form Worksheet is available in a PDF format under the forms heading at the following link:**

**[http://www.michigan.gov/mdot/0,4616,7-151-9623\\_26663\\_59797---,00.html](http://www.michigan.gov/mdot/0,4616,7-151-9623_26663_59797---,00.html)**

**Consultants use the budget forms included in the Priced Proposal Guidelines found at the following link under Vendor/Consultant Contracts:**

**[http://www.michigan.gov/mdot/0,4616,7-151-9625\\_21540---,00.html](http://www.michigan.gov/mdot/0,4616,7-151-9625_21540---,00.html).**

**Specifically, many of the a blank forms can be accessed by clicking on the title "Price Proposal Blank Template"**

Q: Is an Implementation Action Plan (section 2.5) required to be submitted at the proposal stage, or during the course of the project?

**A: The Implementation Action Plan is required during the course of the project rather than during the proposal stage a noted on page 10 of the Consultant/Vendor Selection Guidelines for Research Service Contracts (Guidelines). However the proposal should include an Implementation section as described on page 11 of the Guidelines.**

Q: As consultants, the RFP states that we must complete the bid sheet, the cost derivation sheet, and yet the ones provided are samples. Should we create our own, based on those, or complete the samples?

**A: Consultants use the forms included in the *Priced Proposal Guidelines* found at the link under Vendor/Consultant Contracts:**

**[http://www.michigan.gov/mdot/0,4616,7-151-9625\\_21540---,00.html](http://www.michigan.gov/mdot/0,4616,7-151-9625_21540---,00.html)**

**A set of blank forms is included at the link in that area titled “Price Proposal Blank Template”**

Q: I am unable to locate a budget exhibit. Can we supply a budget using our own format?

**A: Additional budget forms can be submitted to provide clarity, however the consultants must submit the forms described in the *Priced Proposal Guidelines*. Many of these forms can be found in the “Price Proposal Blank Template” link described in the answer above.**

Q: This link is broken: “Access to the Priced Proposal Guidelines can be obtained by following this link: [http://www.michigan.gov/mdot/0,1607,7-151-9625\\_21540---,00.html](http://www.michigan.gov/mdot/0,1607,7-151-9625_21540---,00.html)”

**A: We have attempted to fix the link.**

Q: In the RFP, it is stated that the Initial Implementation Plan Form - Appendix C and Research Proposal Budget Form Worksheet - Appendix D are required. However in the latest Consultant/Vendor Selection Guidelines for Research Service Contracts, there is no longer an Initial Implementation Plan Form and the Research Budget Form Worksheet is now Appendix C. Which set of appendices are we to use for the submission?

**A: The Initial Implementation Plan form is listed as a requirement on the RFP’s but it has been determined that it DOES NOT need to be included. We have renamed the appendices and these are the required forms:**

- **5100D- Request for Proposal Cover Sheet**
- **Schedule of Research Activities Form- Appendix B**
- **Deliverables Table- Appendix A**
- **5100J- Consultant Data and Presignature sheet is required for signatory on this proposal**
- **Research Proposal Budget Form Worksheet Appendix C (Universities)  
or  
Bid Sheet and Budget Exhibits required in Priced Proposal Guidelines (Consultants)**

**Appendix A, B, and C are found at the following link:**

**[http://www.michigan.gov/mdot/0,4616,7-151-9623\\_26663\\_59797---,00.html](http://www.michigan.gov/mdot/0,4616,7-151-9623_26663_59797---,00.html)**

Q: The RFP mentions that Bid Sheet and Budget Exhibits required in Priced Proposal Guidelines are need for consultants. If the consultant is a subcontract of a university, do these forms need to be submitted for the subcontract?

**A: During the proposal stage, the subcontractor Budget Exhibits and Bid Sheet required for a prime consultant are not required as part of a university's subcontractor documentation.**

Q: The Consultant/Vendor Selection Guidelines indicate that "Electronic submission of quarterly reports must be included in the work plan, depicted on the work time cost schedule form and acknowledged in the deliverables section." What is the "work time cost schedule form"?

**A: The work time cost schedule form is the "Schedule of Research Activities Form-Appendix B".**