

Questions/Answers #1: August 12, 2010

1. Do proposers need to fill out all of the ORBP forms listed on page 2 of the RFP? If so, can we get these forms in a non-pdf format?

Proposers are required to fill all forms in a complete manner. Forms are fillable and not available in non-pdf formats.

2. Does MDOT see a communication plan as applicable to the services being requested (page 16)?

Each proposal should be crafted around the tasks and objectives of the posted RFP. The posted details of the RFP shall indicate whether a communication plan is applicable to this research. In this RFP, please see Task #5, the last sentence states: "Develop a marketing strategy for contacting, educating, and informing our stakeholders, politician and decision makers." This is to be interpreted as a communication plan.

3. Is an organization chart required in proposals (page 16)?

An organization chart is not required.

4. How many references are required (page 16)?

There is no limit to the number of references, nor is there a minimum required. The references provided are limited however, to work completed in the past five years by the consultant/vendor.

5. The Consultant/Vendor Selection Guidelines refer to Form 5100B. Where can proposers find this form, as it is not located on the web site with the other referenced forms (page 5)?

Form 5100B is not a form that is filled by proposers and is not on the external Web site. Items in the Consultant/Vendor Selection Guidelines that reference form 5100B are detailed for the proposer within the section of the document titled "Part IV – Research and Proposal Formatting and Submission Guidelines." Please refer to that section.

6. Do proposers need to submit an electronic pdf copy in addition to the 8 hard copies, as indicated in the Consultant/Vendor Selection Guidelines?

Proposers are to submit one electronic copy of the proposal on a CD. Electronic submission sent by e-mail will not be accepted.

7. Does the 20 page limit include resumes? Does the limit include a cover letter?

Resumes may be added as an appendix and are not included in the 20 page limit, however are limited to two pages per key staff member. The 20 page limit does not include the cover letter.

8. Some elements of the Consultant/Vendor Selection Guidelines (pages 7-14) conflict with the instructions in the RFP. When this occurs, does the RFP instructions take precedence?

The answer to this question is provided on a case by case basis. Upon further investigation as to which element the question refers, it was discovered that the question related to Section 2, Qualification of Team of the RFP, and whether it is an appendix or part of the 20 page

proposal limit. Included in the RFP is Part VI – Proposal Information and Scoring. The section refers to how the required components of the proposal may be outlined and the scoring significance on the components. This section is also part of the Consultant/Vendor Selection Guidelines, beginning on page 17.

The appendices list, located on page 13, section 18.2, of the Consultant/Vendor Selection Guidelines, states that the qualifications of the research team are required to be submitted as an appendix.

Therefore, while the two references refer to the same element, the references are of a different nature to that element and in this case, the Consultant/Vendor Selection Guidelines will take precedence. The qualifications of the research team are to be submitted as an appendix.