REQUEST FOR QUALIFICATIONS
ON-CALL CONSULTING SERVICES
FOR
DATA AND GEOGRAPHIC INFORMATION SYSTEMS SUPPORT

RFQ Posted July 23

Questions and Answers

Q: Do covers and tabs count toward the page limit?
A: Tabs are considered blank pages and therefore would not count in the page count.

Q: Do we need to include Appendix G and H?
A: No. Appendices G and H are provided in the RFQ for informative purposes only. Proposers do not need to include them in their SOQs.

Q: Are the required appendices shown in the RFQ available on the MAG website for download?
A: Appendices A through H are included as part of the original RFQ PDF on the "MAG RFPs and RFQs" webpage at http://www.azmag.gov/Administration/RFPs_RFQs.asp.

Q: Does the 20 page limit include required appendices, cover sheets, and table of contents?
A: The cover letter, appendices and blank pages are not included in the total page count, but the table of contents is included in the page count. Any specific page or section not specifically excluded from the page count in the RFQ will be counted toward the 20 page limit.

Q: Regarding item 14 on page 6, when is the appendix due back to MAG - with the proposal or directly from the candidate?
A: The appendix is due back to MAG with the proposal.

Q: Is our price proposal counted toward the 20 page limit?
A: Yes. Any specific page or section not specifically excluded from the page count in the RFQ will be counted toward the 20 page limit. Price is not a consideration for the RFQ, but any rates sheets provided would be included in the 20 page limit.

Q: Does an SBA certified 8(a) company without offices in Arizona be treated as MBE for this RFP?
A: Rather than Minority Business Enterprises (MBE), Arizona considers the status of a consultant as a Disadvantaged Business Enterprise (DBE). Criteria for DBE certification with the State of Arizona are listed at http://www.azdbe.com/dbe_Application.asp. Your organization's status as a DBE is determined by Arizona Department of Transportation (ADOT) following application for DBE certification, also through that website.

Q: Can an organization be a sub-contractor in the proposals of multiple prime-vendors?

A: Yes.

Q: Has MAG worked with any GIS consultant in the past and if so what that is?
A: We have worked with several GIS consultants in the past. The most recent have been Technology Associates International Corporation and TerraSystems Southwest.

Q: Does MAG anticipate that the consultant team will include staff with expertise in survey design and sampling, or will current survey instruments and sampling procedures be used over the duration of this support contract?
A: There is the potential that during the course of this project a small survey is needed to enhance MAG's datasets. A survey of seasonal housing in the County is a possible example of such a project. Such a project could require expertise in survey design and sampling methods.

Q: On page 4 of the RFQ under "Areas of Expertise - Geospatial Data Collection and Development," MAG includes as an example task order "Assisting MAG staff in the survey of seasonally occupied dwellings, mobile home parks, apartments and other datasets as needed." Does MAG anticipate that the consultant team will include field staff to actually conduct and code these surveys, or only to process (and possibly geocode) the survey data collected by others?
A: This was offered as an example of the type of work that may be requested by on-call consultants. There is no guarantee that this survey will be undertaken. That said, the method used by MAG staff in the past has been to collect data from multiple sources and compile these into a single database for each type of dwelling unit. However, with collection of these data, we will not rule out the potential for field verification of certain locations and assessment of different data sources/collection methods, as well as processing data collected in the field and from existing sources.

Q: On page 1 of the RFQ, it is stated that "The budgeted amount available for GIS services under this RFQ is $250,000." Would MAG clarify whether this amount is an estimated annual amount, or is for the entire three year (36 month) period (i.e., ~83,000/yr). Also, is there any guaranteed minimum amount per approved consultant?
A: The $250,000 is for the entire three year period. There is no guaranteed minimum amount per approved consultant.

Q: My organization currently has a relationship with MAG through an on-call list. Do we need to respond to this or are we already on your list?
A: This is a new solicitation for which you would have to submit a Statement of Qualifications.

Q: What is the DBE goal for this RFQ? RFQ states that a proposer must make a good faith effort to meet the goal however is a goal is not specified.
A: The RFQ is race neutral; therefore there is no DBE requirement on this RFQ.

Q: What should we do for Appendix G and H in terms for dollar amount since this is just a qualification stage? As selected vendor would not have a commitment of dollar value from MAG, it would be difficult to commit a dollar value to DBE at this stage.
A: These appendices do not need to be completed as there is no DBE requirement.

Q: The RFQ was originally posted on June 1 and then withdrawn. An updated version was posted on July 23. Were there any changes in the requirements of the RFQ from the June 1 version to the current version?
A: The only change in the RFQ has been the addition of a section on DBE goal requirements.

Q: Will any on-site work be required?
A: The project may require meetings and training/knowledge transfer sessions at the MAG location. It is anticipated that most work will conducted at the consultant site.

Q: Is any preference given to in-state (Arizona) consultants?
A: Consultant selections are made based on the best qualifications to work on the project.

Q: In the Request for Qualifications, it states that hand delivery of SOQs is encouraged to assure timely receipt. Is hand delivery optional? Can a courier service be used instead?
A: Hand delivery is optional, but as stated in the SOQ it is encouraged to assure timely receipt. As also stated in the SOQ, no late submissions, facsimile, or electronic submissions shall be accepted after 12:00 Noon Mountain Standard Time (MST), August 23, 2012. That is a firm deadline and no exceptions will be made for late deliveries.

Q: Clarification is sought on the 5th point listed under Statement of Qualifications Requirements and Content – Range of Services Offered (page 5). A requirement is listed to "provide the information in a spreadsheet format, clearly identifying the firm's role and the role of sub-consultants." What is the format of the spreadsheet required?
A: The format of the spreadsheet is flexible to be decided by the respondent, but the basic idea is to list the services in one column and identify the proposed staffing by the consultants and subconsultants in additional columns.

Q: Clarification is sought on the 8th point listed under Statement of Qualifications Requirements and Content – Range of Services Offered (page 5). A requirement is listed to specify the level of participation of individuals to be included under each area of expertise. Would high, medium, and low describe level of participation?
A: The format of this spreadsheet is flexible and to be decided by the respondent. It is important to list individuals involved and to identify their role and capacity for the tasks.