



QUESTIONS & ANSWERS RELATED TO
Request for Proposals for
Procurement and Contract Review

1. **Section III.1** – “Determine if the Code complies with all state, federal, and local laws and regulations applicable to local public agencies and reflects the purchasing rules and regulations of SCPPA members”

- Compliance with “all” applicable state, federal, and local laws including purchasing rules and regulations applicable to SCPPA members is a significant scope.
- Under Section 6509 of the Joint Powers Act, SCPPA only needs to comply with the procurement requirements applicable to the designated member agency in its Joint Powers Agreement. Please advise why the scope requires review of the purchasing rules and regulations of member agencies other than the designated 6509 entity.

RESPONSE: SCPPA is seeking respondents with expertise in the areas of state, federal, and local laws and regulations applicable to public agencies to review SCPPA’s procurement policy, procedures and practices to determine if they are appropriate and meet the procurement requirements applicable to SCPPA and our Members.

2. **Section III.2** – “Conduct interviews of SCPPA staff on procurement practices, including unwritten practices.”

- Is there an approximate number of SCPPA staff (who are involved at any point in the procurement process) who should be interviewed?

RESPONSE: Approximately 8-9 SCPPA staff.

3. **Section III.2** – “Evaluate recordkeeping/documentation in relation to RFP/RFQ/RFI process and for the awarding of contract.”

- Is there an approximate number of subject solicitations that should be reviewed or the number of preceding years for which that evaluation should be performed?

RESPONSE: This review is not an audit of past solicitations. The review is to evaluate the procurement policy, procedures, and practices as they relate to the recordkeeping and documentation of RFP/RFQ/RFP and the awarding of the contract. SCPPA would like to know if there are any deficiencies as compared to best practices.

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4. Section III.8 – “Within the proposal, please provide an estimated timeline for completing the Scope of Work.”

- Is there a desired delivery date of when the services should be completed by? Even a rough estimate will assist with the development of a fully responsive proposal

RESPONSE: Our preference is for the Scope of Work be completed within 90 to 120 days after the agreement with the awarded Respondent has been approved by the SCPPA Board of Directors and executed by SCPPA’s Authorized Officers. To the extent additional time is needed, please provide the estimated time of completion in the proposal.

5. Section III – “To assist with the assessment of the above Scope of Work, the following documents are attached to this RFP” Attachments A-H

- Are RFP attachments A-H the only documents to be used for assistance with reviewing, evaluating and providing recommendations for the agreements and manual? Or, are there other templates and documents that may be included within the scope of work?

RESPONSE: Attachments A to H are the key documents to be reviewed for this project. There may be other related documents that need to be reviewed as identified by the awarded Respondent during the project work.

6. Section IV.1 – “any and all expectations from SCPPA including, but not limited to: requirements definitions, strategy refinement, and staffing requirements to support the proposed Scope of Work.”

- Please clarify what is intended by “requirements definitions” and “strategy refinement” to support the Scope of Work. Is it intended to solicit, from Respondents, proposed refinements or changes to the stated Scope of Work

RESPONSE: This section intends for the Respondent to provide any expectations that it has of SCPPA in order for the Respondent to perform the work as scheduled, based on the Respondent’s review of the RFP.

7. Section IV.3 – “Proposals must include a description of the proposed project, how it meets (or does not meet) each of the objectives of this RFP, and a detailed description addressing all of the Scope of Work.”

- Are there any page limits or formatting requirements for our written proposal response?
- Does SCPPA has a high level list of organizational objectives for this project/work?

RESPONSE: There are no page limits nor formatting requirements for the written proposal. The objective for this project is to ensure that SCPPA’s procurement process is in compliance with all applicable public procurement requirements.

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8. **Section IV.4** - "Pricing in all proposals should be made based on good faith estimates of the requirements defined in this RFP."

- What is the estimated budget for this project? If SCPPA does not have a budget, what is the anticipated or expected spend for these services. A narrow budget range would assist with our understanding of your scope expectations, eliminate "guesstimates", allow all proposers to compete on equal footing, and facilitate delivery of a sound, comprehensive and tailored end result that is of value to the SCPPA organization.
- What is SCPPA's expectation of how the fees will be provided? Will SCPPA accept a cost proposal based solely on the submission of hourly rates

RESPONSE: At this time, SCPPA has not established a budget for this project. As part of the RFP document, we have made available the key documents that the awarded Respondent will be reviewing for the project, so that the potential respondents can better assess the time needed to complete the project. SCPPA's preference is for the proposal to provide a fixed fee for the project.

9. **Section IV.4** - "Respondents shall also be prepared to provide a breakdown of the applicable overheads and fringe benefit costs that are part of any labor rates and other direct costs associated with the services to be performed."

- Are fixed hourly rates acceptable without breakdown? Services include those provided by a law firm. Law firms providing services to public agencies are not required to track overhead pursuant to FAR requirements regarding audited overhead. Consequently, they do not have audited overhead, nor do they set rates in a way that permits a breakdown of the rates into the breakdown categories.

RESPONSE: Yes.

10. **Section VI.3** – "Proposals may be sub-divided or combined with other proposals, at SCPPA's sole discretion."

- Is this language to be interpreted as SCPPA having the right to take the information from one proposal to combine with another for inclusion in another? Does sub-divided mean that multiple awards could be made, or is it to be interpreted that a proposed would be expected to work with another proposer of SCPPA's choosing to perform the requirements in the Scope of Work? Please clarify the intent of this condition.

RESPONSE: This language is standard in SCPPA's RFP. It may only be applicable if there is expertise that warrants sub-dividing the work.

11. **Section VI. 6** – Requirements C and D regarding references and relevant experience

- Is it possible to combine the requirements in one matrix to eliminate duplication?

RESPONSE: Yes.

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12. Section VI. 8 - “SCPPA reserves the right to make an award, at its sole discretion, irrespective of price or technical ability, if SCPPA determines that to do so would result in the greatest value to SCPPA and its members.”

- Is this a “best value” procurement? Will a detailed breakdown of the criteria and weights be used to assess and scope the proposals be provided? The weights will allow us to understand the most critical elements to the evaluation process.

RESPONSE: The evaluation criteria are the quality of the proposal, experience of firm/respondent, quality of the engagement team, project schedule, fees/competitiveness and references.

13. Due to present and potential future COVID issues, can we assume that much of the work can be done remotely versus in-person?

RESPONSE: Yes.

14. Is it acceptable for two firms to team together and submit a single proposal?

RESPONSE: Yes.

15. Pre-Proposal Conference: We request that a pre-proposal conference is held/hosted online to help us better understand all of the goals and objectives of SCPPA and ensure that our proposal meets the expectations.

RESPONSE: The RFP has been updated to include a pre-proposal conference. The pre-proposal conference is scheduled for Wednesday, April 13th, from 10 am to 11 am. Interested parties should send an invitation request to ProcurementContractReviewRFP@scppa.org.

16. Proposal Due Date: Due to our questions regarding the clarification of scope, we are unable to begin preparing our proposal without responses to these questions. Therefore, we request that SCPPA extend the proposal deadline by a minimum of 2 weeks to provide us with time to review your answers and adequately prepare our response.

RESPONSE: The RFP has been updated to extend the response deadline from April 15th to April 22nd.

17. Will you provide key state, federal, and local laws that SCPPA would like to determine if their Procurement Code complies with?

RESPONSE: Potential Respondents should be familiar with state and federal laws, statutes, regulations and local ordinances governing public contracts in California.

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18. How many resources are within your Procurement Department, what is your approximate annual spend, and approximately how many RFX to you conduct annually?

RESPONSE: SCPPA does not have a procurement department. All staff is responsible for procurement within their respective areas and to perform their procurement within SCPPA's policies and procedures. SCPPA issues approximately 6 to 7 RFPs annually. The annual spend is approximately \$75 million for program related RFPs. Please see our website at <http://scppa.org/page/RFP-Request-for-Proposals-Archives> for details of past RFPs issued.

19. Are you utilizing a procurement system or eSourcing tool today?

RESPONSE: We are not using an online, web-based platform system for our procurement process.

20. Has there been any issues within Procurement or Contracting that has been a catalyst to this review? Compliance issues / inefficiencies identified?

RESPONSE: There have been no issues or inefficiencies identified. The catalyst is the recent news articles reporting of an individual manipulating SCPPA's procurement process. The objective of this review is to determine that SCPPA is in compliance with applicable procurement requirements and if there are any best practices that should be in place.

21. Will ultimate oversight and approval of work product be handled by SCCPA?

RESPONSE: Yes.
