



TRAINING AND TECHNICAL ASSISTANCE FOR ENERGY WEATHERIZATION REQUEST FOR PROPOSAL 2022-RFP-86 QUESTIONS AND ANSWERS

The California Department of Community Services and Development (CSD) received a total of 12 questions by the written question submittal deadline of May 16, 2022, at 2:00 p.m.

Question 1:

Attachment 10 - Iran Contracting Act does not have a place on the document to sign and date.

- Is it permissible for bidders to create a section at the bottom of the document for a signature and date or will CSD provide the form?

CSD Response:

The Iran Contracting Act form can be found by using the URL:

<https://www.dgs.ca.gov/-/media/A7EE965578CA4CC1A63087423C7BED0C.ashx>.

Question 2:

Attachment 15 - Conflict of Interest / Non-Disclosure Statement is not listed in Attachment 1 – Required Attachments Checklist.

- Is Attachment 15 a required document? If so, is it permissible for bidders to create a section at the bottom of the document for a signature and date or will CSD provide the form?

CSD Response:

Attachment 15 is not a required document. By submitting a bid proposal, the bidder acknowledges that language included in the final contract for State's General Terms and Conditions (GTC 04/2017), Contractor's Security Agreement Addendum and Conflict of Interest/Non-Disclosure Statement are not negotiable. Please see the following language in the RFP's Submission of Proposal section:

21) *“The State does not accept alternate contract language from a prospective contractor. A Proposal with such language will be considered a counterproposal and will be rejected. The State's General Terms and Conditions (GTC 04/2017), Contractor's Security Agreement Addendum and Conflict of Interest/Non-Disclosure Statement are not negotiable.”*

Question 3:

Attachment 16 – Contractor Security Addendum is not listed in Attachment 1 – Required Attachments Checklist.

- Is Attachment 16 a required document? If so, is it permissible for bidders to create a section at the bottom of the document for a signature and date or will CSD provide the form?

CSD Response:

See response to Question 2.

Question 4:

Attachment 2 – Proposal/Proposer Certification Sheet states, “This Proposal/Proposer Certification Sheet must be signed by a person authorized to contractually bind the proposing firm and returned with the “required attachments” as an entire package with one (1) original to include original signatures on at least one complete proposal binder and three (3) copies. The proposal must be transmitted in a sealed envelope in accordance with RFP instructions.”

- Will CSD confirm bidders do not need to submit hard copies with original signatures?

CSD Response:

CSD confirms that bidder will not need to submit hard copies with original signatures. This language was carried over from a previous RFP in error.

Question 5:

Does CSD prefer bidders submit all required attachments (attachments 1-14, including proposal narrative, cost proposal and other attachments) within one PDF or for each attachment to be submitted in its own separate PDF document? If CSD prefers separate documents, does each document need to have an e-signature as stated on page 17, section C, number 6, “All Proposal documents must have an electronic signature signed by a person who is authorized to bind the proposing firm.”

CSD Response:

Submitting a single or separate set of PDFs is at the bidder’s option, however CSD would prefer that the proposal narrative, cost proposal and other attachments be submitted as separate PDFs.

Question 6:

Page 18, section C, number 24 states, “Bidders must review Executive Order N-6-22 in full and 1) certify agreement with the requirements set forth and 2) confirm they are not the subject of any economic sanctions.”

- Where should bidders provide this certification?

CSD Response:

The bidder’s signature and submittal of Attachment 2 will signify the bidder’s certification that they are not the subject of any sanctions related to Executive Order N-6-22.

Question 7:

Is it permissible for bidders to submit a cover letter? Will the cover letter count towards the page limit?

CSD Response:

CSD will not count a cover letter toward the forty (40) page maximum.

Question 8:

Is it permissible for bidders to submit job descriptions and resumes as appendices to the narrative proposal?

CSD Response:

Job descriptions and resumes may be submitted as an appendix to the narrative proposal and will not count toward the forty (40) page maximum. Please see the following language in the RFP’s Submission of Proposal section:

7) “Proposals must be provided electronically in not less than 12-point font and have a minimum of one-inch margins. The narrative portion of the proposal shall not exceed a total of forty (40) pages. Attachments, résumés of key staff, certifications and other required and optional documents are not included in the forty (40) page limitation.”

Question 9:

Is it permissible for bidders to submit a title page? Will it count towards the page limit?

CSD Response:

CSD will not count a title page toward the forty (40) page maximum.

Question 10:

Is it permissible for bidders to submit a Table of Contents? Will it count towards the page limit?

CSD Response:

CSD will not count a Table of Contents toward the forty (40) page maximum, however Attachment I: "Required Attachments Checklist" is intended to serve as a Table of Contents.

Question 11:

Are there preference points for including subcontractors who are small businesses? Or do small business preference points apply only to prime bidder's who are small businesses?

CSD Response:

According to the California Code of Regulations (2 CCR §1896.8) preference points for small businesses are determined as follows:

Certified small businesses or microbusinesses can claim the 5% preference when submitting a bid on a State contract. A non-small business may receive a preference of 5% if the business commits to subcontract at least 25% of its net bid price with one or more small businesses or microbusiness. A contract awarded on the basis of the 5% preference is awarded to the small business, microbusiness or non-small business for the actual amount of its bid.

SCM Vol 1, 8.21 Small business preference

The preference to a non-small business that commits to small business or microbusiness subcontractor participation of 25% of its bid price shall be 5% of the highest responsive, responsible bidder's total score. A non-small business which qualifies for this preference, may not take away an award from a certified small business.

SCM Volume 1, Section 8.22

Question 12:

Can a bidder's subcontractor that provides expertise or curriculum support in support of the T&TA contract also be an implementer in CSD-funded programs without a conflict of interest?

CSD Response:

Bidder should submit a list of subcontractors that have a possible or perceived conflict of interest, as an attachment to the proposal. CSD will evaluate each subcontractor on a case-by-case basis.