

# OFFICIAL QUESTIONS / ANSWERS

## Job Order Contracting Program Consultant

6100035359

| Question # | RFP Page #      | RFP Section Reference | Question   | Answer  |
|------------|-----------------|-----------------------|--|---|
|            | (If Known)      | (If Known)            | (Required)   | (Required)  |
| 1          |                 |                       | Is prequalification required to submit a bid?  | No.   |
| 2          |                 |                       | The solicitation indicates that you are looking for "...qualified Contractor to create..." I wanted to clarify that this means one specific individual?  | Yes. The Contract will be awarded to one Offeror.   |
| 3          | 15-16           | II-4 & II-5           | Are there experience requirements and/or further job description(s) available?   | Refer to Part II-4 and II-5 of the RFP.   |
| 4          | 16-18,<br>19-21 | II-9 & III-4          | The RFP requests the planned utilization of SDB firms as a part of the contract to be awarded pursuant to the RFP. In the event there are no subcontracting opportunities under the awarded contract, and therefore no points available pursuant to the evaluation criteria, would the Department consider awarding points for responses that demonstrate the Offeror's JOC system provides expanded SDB participation through the awarding of the JOC construction contracts along with explanations of how such participation may be maximized through the JOC program? In other words, would the ability of the Offeror's JOC system to enhance SDB participation be considered in the evaluation criteria if the Offeror does not have subcontracting opportunities available? | No. SDB points for this RFP will be evaluated based on the Offerors commitment to utilize SDB partners for services/products directly related to this procurement.<br>For assistance with identifying potential SDB opportunities for this procurement please contact Gayle Nuppnau at 717-346-8105 or by email at gnuppnau@pa.gov.                           |
| 5          | 18              | II-12                 | The Department has indicated the resulting contract will be made available through the COSTARS program. Does the department intend to make both the services of the awarded offeror and the JOC construction contracts awarded by the Department available to COSTARS Members? For example, does the department intend to enable COSTARS members to procure construction through the JOC construction contracts put in place by the Department with the awarded Offeror providing the necessary software, proprietary information, and project management services to support such purchases?  | No. The procurement of the JOC Consultant and the JOC Construction Contractors are two separate procurements. The COSTARS program is only being made available under the Contract resulting from this RFP. Refer to Part II-12 of the RFP. The Commonwealth does not intend to add a COSTARS option to the solicitation for the JOC Construction Contractors. |
| 6          | 24-25           | IV-2                  | The RFP references a maximum project value of \$300,000. Is this a statutory cap or self-imposed? Is there any anticipation this cap would be increased during the contract term?  | Part IV-2 of the RFP states, "...agency projects with a total maximum dollar value, currently established at \$300,000." This project value is set by policy which may be adjusted during the term of contract.   |

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| 7          | 28         | IV-4, E.              | Part IV-E of the RFP requires that the Information Management System include "Contractor and Consultant Invoice tracking (calculated due amount based upon contract terms, actual invoice amounts, invoice received dates, invoice approval dates, balances)." Offeror's IMS is a distinct platform from Offeror's accounting system that issues and tracks Offeror's invoices and payments. Further, most agencies similar to DGS have separate accounting systems that track invoicing and payments to contractors. In light of this, would DGS remove this required functionality in lieu of an Offeror's representation to work with DGS to streamline the Contractor payment and invoice tracking process as is feasible with the existing systems, and provide monthly reporting on Offeror's invoices and payments? | No.  |
| 8          | 26, 28     | IV-4, B.1<br>IV-4, E. | <p>1. The RFP states that the JOC Unit Price Book/ service task catalog must be ready thirty days after the contract is awarded. Does DGS anticipate the technology to be ready to support this catalog as well?</p> <p>2. Is the desired deliverable simply a spreadsheet of all the service tasks (documentation) or does DGS anticipate the deliverable – "JOC Unit Price Book" to be the desired technology system deliverable?</p>  | <p>1. The selected Offeror must provide the Department with access to a comprehensive internet-based management information and support system JOC System. Refer to Part IV-4 E of the RFP.</p> <p>2. The selected Offeror must provide the JOC Unit Price books. Refer to Part IV-4.B.1 of the RFP.</p> |
| 9          | 28         | IV-4, E.              | Are there systems currently that hold the service task catalog?  | The selected Offeror must provide the Department with access to a comprehensive internet-based management information and support system (JOC System). Refer to Part IV-4 E of the RFP.  |
| 10         | 28         | IV-4, E.              | Are there systems currently that hold the contractor data?   | Refer to Question # 9.   |

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| 11         | 24-30      | IV-4                     | <p>Could DGS clarify the process and procedures involved in Public Works' procurement along the lines of:</p> <p>a) What are the steps that are followed to create a cost survey, design or a build job order? (is it just selecting the service tasks or is it more involved with other participants and activities)</p> <p>b) How many participants (levels of review) are involved in approving/rejecting a design?</p> <p>c) How many participants (levels of review) are involved in approving/rejecting construction?</p> <p>d) Could DGS provide a general idea of how many reports/dashboards are needed?</p> <p>e) Are there other external systems that the software system must interact with to retrieve data?</p> <p>f) Are there rules that allow/disallow certain service tasks based on already selected tasks? Are there other rules that might govern which agency contractors can conduct services and what tasks can be done?</p> | <p>An overview of the JOC process has been provided. The Selected Offeror will assist DGS in determining the detailed processes and procedures. Refer to Part IV-4 of the RFP.</p>  |
| 12         |            |                          | <p>Does DGS currently maintain a unit price listing? If so, what format is it in? How comprehensive is it – as in, can DGS advise us what categories of data is included? When was it last updated? If a unit price list/database exists, will it be available for use during the development of the new Unit Price Book?</p>   | <p>No.</p>  |
| 13         |            |                          | <p>How will the JOC interface with existing systems and databases, including a pre-qualification system (if applicable), vendor master, state/local registries, etc.?</p>   | <p>The Information Management System (JOC System) shall be a stand-alone system. The Selected Offeror will assist DGS in determining the detailed processes and procedures, including the process for reconciling the JOC technology with Commonwealth Agencies' project tracking and fiscal systems.</p> |
| 14         |            | Appendix I               | <p>What is the anticipated volume of transactions (number and \$\$) in a given year?</p>  | <p>Refer to Appendix I of the RFP.</p>  |
| 15         | 24-30      | Part IV                  | <p>What is the nature of the work anticipated to be covered by the JOC system?</p>  | <p>Refer to Part IV of the RFP.</p>   |
| 16         |            | Appendix A<br>Appendix F | <p>What are the payment terms for the JOC project/construction manager role detailed IV-4 Task D. Job Order Project/Construction Management?</p>  | <p>Refer to Appendix A, V. 22 Payment and to Appendix F - Cost Submittal. The Offeror's payment for all tasks associated with this RFP shall be included in their Cost Submittal.</p>   |
| 17         | 29         | Part IV-4, G.            | <p>What is the required duration for the Program/Technical Support specified under IV-4 Task G. Program and Technical Support? Is there an investment threshold or other qualifying element of a project that would require a site visit and construction monitoring through this contract?</p>   | <p>The selected Offeror shall provide extensive follow-on technical support for the JOC System and JOC Program for the life of the contract. Refer to Part IV-4.G of the RFP.</p>   |