

Data Validation RFP

Bidders Webinar/Teleconference

February 28, 2012 2:00PM EST

#	RFP SECTION, PG	QUESTION AND ANSWER
1	Proposal Submission Date	CORRECTION: to RFP Cover Sheet, proposal submission is due March 23, 2012 – 5:00PM PDT (Pacific Daylight Time) Reference to PST in the RFP should be PDT.
2	1. Introduction, Pg. 2	In the Introduction section it is written: “develop a summary report based on the results of the assessment”. Summary Report is not listed in Section 6: Deliverables. Is the Summary Report the same as the Assessment Report or an additional deliverable? <i>Yes, deliverables: Phase 1, 2nd dot point (Pg. 8), says “produce a draft report” this is the summary report.</i>
3	5. Statement of Work, Pg. 7	The first link on pg. 7 does not work for ETA 227 Report information, what is the correct link? <i>The PowerPoint on ETA 227 can be found at:</i> www.oui.doleta.gov/unemploy/docs/national_conf/227_Reporting.ppt
4	5. Statement of Work, Pg. 7	Pg. 7, final paragraph. Are you saying that there are instances of states that recently replaced their UI system failing the DV test? <i>There are no known instances of this. This is an ongoing process and changes are constantly being made in state benefits and tax systems.</i>
5	6. Deliverables, Pg. 8	Deliverables Phase 2: Please provide any metrics such as number of calls, average number of failed validation attempts, etc. that contractors should use for estimating the staffing and travel for Phase 2. As for the travel we understand request is for onsite support at 5 states, but travel costs can vary widely based on which five states are finally selected. Pg. 8 “The contractor should provide a preliminary budget for providing TA (Phase 2) to the states including: suggested strategies to provide on-site support for up to 5 states, remote TA via webinars or other media, and other technical training material deemed appropriate. (For purposes of pricing Phase 2, potential bidders should assume \$200,000 to \$250,000 is available).” <i>Contractor should suggest number of calls based on experience. Contractor should estimate travel costs based on a sample of up to 5 states. The details of the final plan that will be produced in Phase 1 are not known, so contractor should provide an estimated budget for Phase 2 that has a mix (Contractors suggested plan) of intervention strategies and a rough cost of each, for example the cost of preparing material, setting up and running a webinar typically costs. The final Phase 2 budget can only be set after Phase 1 is completed so we are just looking for some typical unit costs for the potential activities. Vendors should give us the best plan for this phase in the \$200k to \$250k range.</i>

6	6. Deliverables, Pg. 9	<p>Deliverables - Because the ETA 227 report has changed, are you asking us to update the existing training to reflect the change or are we confirming that it was updated?</p> <p><i>The contractor should assume that training will be conducted on the latest versions of ETA reports available at the time the training is updated.</i></p>
7	11. Proposal Structure, Pg. 11	<p>Are the requested Key Team Member Bios to be placed in Section 6 Additional Information? Is there a page limit for each Bio?</p> <p><i>Yes, Bios should be placed in Section 6 of proposal. No, there is no page limit for bios; however, they should be of reasonable length with relevant experience.</i></p>
8	11. Proposal Structure, Pg. 11	<p>The RFP does not specify whether ITSC desires single or double-spaced responses. Can ITSC confirm any format requirements for the proposal responses?</p> <p><i>Single-spaced, 12pt font with at least 1" margins.</i></p>
9	12. Project Costs, Pg. 11	<p>Does ITSC have a rough order of magnitude estimate or budget for what it plans to spend on Phase 1 (similar to the estimate provided for Phase 2 in section 6)?</p> <p><i>Somewhat less than the amount showing for Phase 2 (\$200k-\$250k).</i></p>
10	16. Basis for Award of Contract, Pg. 13	<p>Is there a ranking and/or weighting of your selection criteria in Section 16 of the RFP?</p> <p><i>ITSC does not have relative rankings or points per section.</i></p>
11	16. Basis for Award of Contract, Pg. 13	<p>The RFP calls for a project management plan following the ITSC Annotated outline to be provided (Pg.13). Assuming the project management plan needs to be included in the proposal response, will that outline be provided?</p> <p><i>Yes. The ITSC project management template and schedule is available on ITSC's website at http://www.itsc.org/vco.asp.</i></p>
12	General Question	<p>Are there any lessons learned or problem areas from previous assessments/technical assistance delivery efforts that can be shared to help vendors prepare proposals that provide the greatest possible value?</p> <p><i>ITSC does not have any at this time.</i></p>
13	General Question	<p>Does ITSC expect the transition to shared systems/databases (across state workforce agencies) to change its approach to providing technical assistance? Is ITSC trying to move away from a hands-on, team-effort approach to technical assistance to an approach more oriented around sharing knowledge?</p> <p><i>ITSC is looking for cost effective ways to share information across the states with limited resources including providing technical assistance, remotely.</i></p>

14	General Question	Is there an incumbent vendor for this work? No.
15	General Question	In Phase 1 is there a requirement for OMB clearance? No. This will be confirmed.