

INDEFINITE DELIVERY/INDEFINITE QUANTITY (IDIQ) RFP FAQ's

Current Contractors/Previous Applicants:

- Is this RFP to generate an entirely new contractor pool?
 - **No.** This RFP is to exercise our ability to On-Ramp additional contractors to the existing contractor pool in an abundance of caution to ensure that we have a sufficient number of contractors in each scope to ensure that our needs are met.

- Why are you going out to RFP so soon after initial award?
 - **Please see previous question.** We are on-ramping additional contractors to ensure that we have sufficient contractors in each scope of work to cover the needs in each region.

- Do I need to re-apply for pools I am currently awarded?
 - **No. If you are currently selected for the contractor pool, you will remain there.** You do not need to take any action to remain in the contractor pool(s) for which you are currently awarded.

- Can I apply for different scopes of work than I am currently awarded?
 - **Yes.** You may apply for scopes of work that you were either not awarded in your previous application, or for new scopes for which you had not applied previously.

- Are there new scopes included in this round of IDIQ procurement, or any changes in scopes?
 - **No.** The scopes are the same and are as detailed in the RFP and resulting changes from last solicitation.

- May I re-apply for scopes for which I was not awarded last time?
 - **Yes.** We encourage contractors to re-apply should they desire, as we are looking to expand the pool in all scopes.

- Can I use my previous proposal in this new round of submissions?
 - **Yes.** You may use your previous proposal for this round. **However,** we are encouraging everyone to take a second look at prior submissions, attend our information sessions if able (not required), and make any revisions they feel would better illustrate their experience or sell their business to the committee.

- Will I be automatically entered for consideration in scopes of work for which I previously applied?
 - **No.** We are requiring all contractors to actively submit new proposals for consideration in this solicitation.

- I provided a proposal to the first IDIQ RFP IQ001 and was not selected. Can I request my original submission be reviewed for this RFP?
 - **No. Please see question above.** VTrans does not retain all copies after selection is completed. These proposals are distributed to the committee. Many are marked with notes and comments. Physical proposals are shredded after contracts are awarded, and one electronic copy only is retained. **You must submit a new proposal (or re-submit your former proposal) in order to be considered.**

All Applicants:

- Is this On-Ramp procurement only for those who applied previously for IDIQ?
 - **No.** Anyone that desires to work within the scopes listed and meets the criteria outlined in the RFP may apply for consideration.
- The directions say to submit 10 copies of each proposal in a sealed envelope. Does this mean we make ten proposal copies for **each** work type? Does that include attachments as well?
 - **Yes.** For each scope of work that you apply, you must submit 10 copies of your proposal, with all required attachments included. For example, if you submit for 3 scopes of work, that would mean that you need 10 proposals for each scope (preferably geared to that scope to show your experience) for a total of 30 proposals.
- May we send one original copy and provide the rest in electronic format?
 - **No.** Each scope of work **MUST** have 10 copies of each proposal for distribution to the Contractor Selection Committee. If less than 10 copies are received, the bid will not be considered compliant. All committee members receive proposals for evaluation and scoring. VTrans does not assume the responsibility of assembling proposals given the high volume of submissions anticipated.
- Do we have to specifically answer the B-series attachments, or can we substitute with other documents provide the requested information? For example, on B-2 Key Personnel Resume Form, can I provide copies of resumes vs. completing a B-2 form for each?
 - Responses to all B-series attachments must be included in your proposal. You may supplement the B-series attachments with other items that you feel to be relevant (such as resumes in the question above), but all B-series items must be directly answered.
- Does the 20-page limit include all attachments?
 - **No.** The 20 pages is in addition to the attachments. You may use these pages to supplement information contained within your proposal.

- Does it hurt my chances of getting a contract if I can only work in some regions and not others?
 - **No.** All proposals are evaluated independent of the region(s) selected. The regions are considered only after contractors are scored & ranked, in order to evaluate coverage levels in each region.

- Does my proposal need to contain any rate information?
 - **No.** Pricing is determined at the individual task level and solicited in the Task Bid Request (TBR) for that task.

- How are contractors chosen for each task?
 - All contractors that are awarded that scope/region are sent the Task Bid Request (TBR). Bids are submitted by each contractor, based on the requirements of the task. Bids are awarded on the basis of the lowest responsive and responsible bidder.

- I am currently pre-qualified with VTrans (or) I had a CAT II contract last year. Do I still need to submit an IDIQ proposal?
 - **Yes.** IDIQ awards are not based on prequalification or existing CAT II contracts. Any contractor that wants to be considered for IDIQ must submit proposals for each scope of work for which they wish to apply.

- Do I need to submit insurance coverage before my contract with the State is signed or can I wait until I win a bid on a task order?
 - Insurance must be submitted to VTrans before the contract can be executed. Insurance requirements are listed in the **2011 Standard Specifications for Construction, Section 103.04**. Please do NOT use the requirements as listed in Attachment C as these are replaced by the Spec Book for all scopes of work.

- The response forms have multiple references to ability to “carry out more than one project at the same time” and other like statements. Does the State of Vermont rate businesses higher that can perform more several projects at once over small businesses that can perform only one job at a time?
 - **No.** Both large and small businesses are welcome in the IDIQ pool. The rating factors are Business Structure, Past Performance, and Experience. We are looking for qualified contractors that can appropriately manage their business obligations (at any level, large or small) and have had positive performance in their field in the past. Your business structure “sell” as a small business may be that you analyze what your work capacity is and never overextend yourself with too many jobs. This would be considered a sound structure and business plan. Bigger does not necessarily equal better. Equal consideration is given to both large and small businesses.

- The RFP for IQ001 stated that ROW Clearing was not currently considered construction and therefore will not require bonding. Is that still true?
 - **Yes.** ROW clearing is the **ONLY** scope of work that will not require bonding at the start of the Task Order. All other scopes, bonding must be received prior to work commencing.

- Given that ROW Clearing is not considered construction, are contractors in this scope required to carry the higher insurance levels as detailed in the **2011 Standard Specifications for Construction, Section 103.04**?
 - **Yes.** All contractors selected to participate in IDIQ must meet the levels of insurance as listed in the Spec Book.