

Addendum No.1 Request for Qualifications RFQ No. RFQ No. P21/10040L On Call Architectural, Engineering, Information Technology (IT) and Other Professional Consulting Services

Issue Date: April 21, 2021

This addendum addresses questions asked by potential respondents during the Question Period and Pre-Submittal Conference held April 20, 2021 at 10:00 AM (MST).

Question 1: If a firm wishes to be considered for more than one service area a separate SOQ must be submitted for each individual service area? What specifically constitutes a service area as displayed in Section 1 on Page 1? In other words, if we wanted to submit on structural engineering and civil engineering (both within the “Design, Construction Document and Construction Administration” service area), would that require a single SOQ or two separate SOQ’s?

Answer 1: A separate SOQ packet must be submitted for each Service Area and the specific service/discipline. A SOQ packet for structural engineering. A SOQ packet for Civil engineering. Each SOQ packet must be submitted individually.

Question 2: We are only responding to “Additional General Information Technology Professional Consulting Services.” Our assumption is we are to complete all forms and the SOQ, omitting or indicating as “not applicable” anything that applies to construction projects.

Answer 2: Complete each form as per the instructions. Appropriately identify/indicate the project type, key personnel title etc.

Question 3: We are currently providing services to Pima that are like those being requested in the “Additional General Information Technology Professional Consulting Services” section of this RFP. How do the services requested in this RFP differ?

Answer 3: There are no differences in the services needed by the College.

Question 4: What was the previous spent on the contract?

Answer 4: The amount previously spent on a contract for professional IT consulting services varies by project. They are generally in the range of 50K to 150K by project.

Question 5: Who is current incumbent on this contract and how long they have been serving?

Answer 5: The College utilizes many different contracts for professional IT consulting services. Contract terms vary depending on the project.

Question 6: What is the current budget on the contract?

Answer 6: Each contract has a specific budget for the particular project.

Question 7: How many temps are currently working on the existing contract and will they all be transitioned to the new vendors?

Answer 7: This solicitation and resulting contracts do not pertain to any temp contract.

Question 8: Will electronic signature be acceptable or the authorized signatory needs to sign in ink all the forms (which will be scanned later for email submission as a single PDF)?

Answer 8: Electronic signatures are acceptable.

Question 9: Refer to the Mandatory Certifications Form. Form has five sub-sections but the actual form attached with the RFQ has three sub-sections. We are assuming we have to complete and submit the actual form without worrying about the missing two sub-sections. Please confirm.

Answer 9: The Mandatory Certifications Form has three parts, A, B and C. Please complete the form.

Question 10. When a specific project is initiated under this contract, will the College prefer an on-site engagement or a blended approach involving both on-site and remote-onshore resources? Will the College be open to the use of offshore resources (for cost-benefits)?

Answer 10. The college is open to a blended approach as long as it meets all our needs and requirements. Yes, the college is open to offshore resources as long as it meets all our needs and requirements.

Question 11. Is a separate SOQ required for each of the categories (for example, Software Development, Cloud Services, Professional Consulting Services etc.) mentioned under this service area?

Answer 11. Yes, a separate SOQ is required for each specific service area/category, for example: 4. Network design, cabling infrastructure, and equipment design would be a single SOQ.

Question 12. If it is a single SOQ for the entire Service Area, can we provide the required number of references / projects for all categories under that Service Area?

Answer 12. A reference form must be submitted for each SOQ.

Question 13. As the Service Area - Additional General Information Technology Professional Consulting Services – has several categories, do we need to complete the Firm Experience and Team Experience forms for each of the categories where we have expertise?

Answer 13. A complete SOQ packet must be submitted for each specific category within a service area.

Question 14. Can one of Kastech's subsidiaries also submit a separate SOQ for only XR technologies or for only RPA – the specific area where they have expertise?

Answer 14. SOQ packets must be submitted by the firm that will enter into the contract with College.

Question 15. Can we expect to receive a fillable form that expands with text? If not, can we provide the required information, in the format requested, on a separate page attached to the form?

Answer 15. The forms are posted to the website in Word form. Yes, complete the forms header information and on a separate page provide the information in the format requested, and attach to the form.

Question 16. Would like to know vendor's equipment ok in use for Network Services, if project are remote or onsite, off shore ok? And hours per week/ per project.

Answer 16. Yes, vendor's equipment is OK as long as it meets all our needs, specifications, and requirements. Projects in this category are typically onsite. Hours per week depend on the nature of the projects.

Question 17. Is there an annual limit for each on-call contract? If so, what is that limit?

Answer 17. No

Question 18. Is there a file size limit for the email?

Answer 18. No.

Question 19. At the top of page 25 of 64 the following statement is listed: Firms Do NOT need to list sub-consultants in other disciplines that may be used for annual services projects. Sub-consultants in other required disciplines will be selected from the District's list of annual services consultants to team with your firm for specific projects. All purchase orders for the different disciplines will be held directly by the District with services coordinated through selected Prime-Consultants. Does this only apply to Architecture services or all of the different disciplines?

Answer 19: This applies to all service/discipline categories.

Question 20. If we are submitting multiple SOQs, can we attach them in a single email or we need to send multiple emails one for each SOQ?

Answer 20. Multi emails

Question 21. On page 52 are there scopes of work identified?

Answer 21. Each Project awarded will have a specific Scope of Work.

Question 22. To confirm, (2) Team Experience Form on page 20: we should use the table provided correct? The space will NOT increase as information is typed?

Question 22. Yes, information should be provided in accordance with the format of the table. Pages may be attached to the form.

Question 23. Will we receive a confirmation our SOQ has been received via email?

Answer 23. Yes

Question 24. Could you please let us know about the historical spending done in IT consulting category so far with respect to existing vendors currently providing services for the college?

Answer 24. Approximately 200K to 400K per year.

Question 25. On page 4 of RFQ, Tab2: Required Submittal Forms, No. 4. Mandatory Certification Form, lists: d. Status with Regards to Debarment, or Suspension By Any Government Entity e. Anti-lobbying Certification and Disclosure These two (d and e) are not listed within the form on page 15, nor can be found within the RFQ. Will you be adding these to the RFQ?

Answer 25. Correct to read as follows:

The Offer will complete each of the below six (6) **Required Submittal Forms**, and organize the forms in the following order:

1. SOQ Certification Form
2. Exceptions to College's Consultant Service Agreement
3. Offeror's Proprietary/Confidential Information Form
4. Mandatory Certifications Form
 - a. Conflict of Interest
 - b. Boycott of Israel
 - c. Legal Worker Verification Requirement
5. Appendix Form
 - a. Litigation
 - b. Cancelled, Debarred or Suspended

- c. Prior Use
 - d. Cooperative Agreement
 - e. Subcontract, Third Party
6. Non-Collusion Affidavit Form

Question 26. On page 14 of the RFQ, Confidential and/or Proprietary Declaration Form, it is mentioned: If the SOQ contains NO confidential/proprietary information, a statement to that effect must be provided. Where in this form should we provide this information? After this statement or after the box for confidential information?

Answer 26. Provide initials in space indicating no confidential/proprietary information is included, sign and submit the form.

Question 27. On page 18 of the RFQ, Instructions - third paragraph, it is mentioned: Documents that will not be considered in this total number of content pages will be resumes, financial statement, letters from financial/insurance institutions , cover page,... etc. What is a cover page? Is that the front cover or the cover letter?

Answer 27. Cover page could be page indicating the tab, front cover, cover letter.

Question 28. Are front covers and back covers allowed? If so, are they part of the page count?

Answer 28. Please follow the instructions describing pages that comprise the SOQ packet.

Question 29. Are we supposed to submit SOQs in response to the services/categories on page 1 of the RFQ, or in response to the more extensive lists in Attachment A of the RFQ?

Answer 29. SOQs should be submitted for each specific area of expertise identified as a specific category i.e.

1	Architectural & Academic Programming, Comprehensive Planning
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Question 30. To confirm, IT Related Service Categories is different from Construction Related Services in that we are NOT meant to submit an individual SOQ per category 1 - 7? Just one for IT overall, indicating which individual services we are answering? You are submitting a SOQ for each service category you are qualified for.

Answer 30. One SOQ per category 1- 7. For example

3	Low voltage infrastructure; document, design, integrate space
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Question 31. Is evaluation will be inclined towards firm experience or project team personnel has more significance?

Answer 31. Refer to the Evaluation Criteria and Weighting on page 6.