

NEVADA DEPARTMENT OF TRANSPORTATION
Supplemental Notice 3 to RFP 243-14-067

Reference is made to the Request for Proposal (RFP) to Service Providers for Application Development, upon which proposals will be received until 3:00 p.m., local time, on Tuesday, July 22, 2014.

QUESTION 1: P.8 – What is the relative weighting that NDOT reviewers will apply to the 4 Evaluation Criteria Items listed?

ANSWER 1: The relative weighting is confidential at this time.

QUESTION 2: P.16 – NDOT states that only NDOT-approved software shall be installed on NDOT workstations. Can the list of approved software be provided?

ANSWER 2: The Department has a process for approving new software and third party tools. Any software or third party tools required by the chosen vendor will need to be pre-approved prior to acceptance. In your response, please provide a list of software or third party tools you anticipate using for this engagement.

QUESTION 3: P.19 – NDOT notes that mobile apps should adhere to NDOT Web standards and branding guidelines. Can those be provided?

ANSWER 3: <http://apps.nevadadot.com/vendorbanner/>

QUESTION 4: P.20 – Please clarify how we should present the 10-page sample proposal requested on p.20. Must the sample proposal be double-spaced or can it be single spaced? Will it be counted against the 20-page limit for the main proposal response? Where in our proposal response would you expect to see our sample proposal?

ANSWER 4: 20 pages for the Proposal, 10 pages for the spreadsheet and 10 pages for the sample proposal for a total of 40 pages. The cover letter can be single spaced all other documents must be double spaced.

QUESTION 5: P.22 – Attachment C, Application Development Questionnaire is blank. Is it the combined two spreadsheet links, General Information and Services Inventory, that appear on p. 43?

ANSWER 5: Attachment C, Application Development Questionnaire, was corrected and reissued with Supplemental Notice number 2.

QUESTION 6: Will the anticipated work be primarily onsite “staff augments” similar to past NDOT IT positions filled via the Nevada MSA or rather deliverable based projects?

ANSWER 6: This is a deliverables based project not an onsite staff augmentation.

QUESTION 7: Will this contract be used to staff temporary needs, which in the past NDOT would have solicited via the Nevada MSA?

ANSWER 7: No - This is a deliverables based project not an onsite staff augmentation.

QUESTION 8: Once NDOT awards a company a place on the Approved Vendor List, will tasks be directly awarded to the desired firm or will there be further competition between the three approved vendors? The second bullet on page 14 implies that further competition is not necessary.

ANSWER 8: It is envisioned that tasks will be distributed equally among approved vendors depending upon the vendor's availability and expertise.

QUESTION 9: What is the process for NDOT requesting task support for the approved vendors? What are the timing intervals associated the process steps?

ANSWER 9: As projects come available, NDOT will contact the vendor with project requirements. Timing of the process steps will depend on the complexity and urgency of the project.

QUESTION 10: P.14, Contract Terms – Will there be an opportunity for contracted labor rates to be re-evaluated after the first year and subsequent option years? How will this take place?

ANSWER 10: It is anticipated that the Department will re-evaluate this agreement at the end of each fiscal year.

QUESTION 11: What is the estimated contract ceiling and annual dollar value expected to be awarded through this contract?

ANSWER 11: Between \$100,000 and \$600,000 depending on project needs and available funding.

QUESTION 12: Item 2 above the Services Inventory table states that travel expenses should be inclusive of rate, whereas Section X on page 34 of the sample contract provides instructions for reimbursable travel expenses. Which is correct? Since at this time NDOT has not provided scope information detailing travel requirements from which we could estimate expenses, the instructions on p. 34 seem most consistent and would suggest that item 2 above the table be removed. Please confirm.

ANSWER 12: All project deliverable costs need to include any travel expenses anticipated by the vendor. The example contract is only an example.

QUESTION 13: Please clarify what is included in the 40 page maximum proposal response size stated on p.20. Is the sample proposal part of the 20-page limit stated on p.3 and p.8? If not, then 20 pages for the main section, 10 pages for the "attached spreadsheet" (please clarify if this is both the Statement of Qualifications and/or the Application Development Questionnaire), 10 pages for the sample proposal, cover letter, resumes (see question on resumes), and NV Business License could take the total page count well above 40.

ANSWER 13: No, the sample proposal is limited to 10 double spaced pages. 20 pages for the Proposal, 10 pages for the spreadsheet which includes the statement of qualifications and application development questionnaire. The cover letter, sample resumes, and Nevada business license are not included in the 40 page total.

QUESTION 14: Resumes are mentioned on p.3 (but not on p.8) as not counting against the page limitation, but we see no other reference for NDOT's desire for us to include resumes. Please confirm if desired and if so, clarify the number of representative resumes required for the response.

ANSWER 14: Resumes are not required.

QUESTION 15: Please clarify where in our response you would like us to include a copy of our Nevada State Business License requested on p.6.

ANSWER 15: As an attachment.

QUESTION 16: A Consultant Reference Questionnaire is included at the end of the RFP, but we don't see where it is addressed in the RFP itself. Please clarify if this is a requirement, and if so, how many references you require at a minimum.

ANSWER 16: It is preferred that REFERENCE QUESTIONNAIRES are complete, signed, and returned with proposals however it is not a requirement that all REFERENCE QUESTIONNAIRES be returned complete and signed with the proposal. Vendors must at least submit their references' company name and contact information at a minimum. Please provide at least three references.

QUESTION 17: For certain tasks under the agreement, will the awarded firm be able to offer discounted labor rates, as is done under the Nevada Master Services Agreement (MSA)?

ANSWER 17: Discounted labor rates should not apply in a deliverables based engagement.

QUESTION 18: P.3 sets forth submittal requirements such as 5 CDs, etc. Also on P.3, there is discussion regarding vendor registration to submit proposals through the Department's website. Is it Proposer's option as to whether to submit electronically via the Department's website or to the address in Carson City?

ANSWER 18: It is the proposer's option.

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