*Last Revised 1/24/18*

**California State Coastal Conservancy**

**REQUEST FOR QUOTATIONS (RFQ) No. SCC-DBM3**

**For:**

**Coastal Conservancy Project Manager Database Maintenance Services**

**Questions received during the RFQ Webinar 1/23/18:**

1. Notice: Based on a question that came in via email, we acknowledge that we are asking firms to estimate costs based on limited experience with the database. To acknowledge the likely uncertainty in the cost estimates, we will allow a contingency line item on the budget/cost worksheet. The way this contingency line item would work is that the developer would not be able to tap into it the additional funds in the contingency line item for items with unforeseen challenges without Conservancy approval.
2. Question: Is there an incumbent developer?
	1. Answer: There is no existing contract with a developer currently. The database has been developed in phases by different developers and the most recent contractor has noted that they expect to apply.
3. Question: Why do we expect the alerts (Subtask Item 2.02) to be a challenging item?
	1. Answer: We aren’t exactly sure why the alerts aren’t working, but know it’s been a longstanding issue and previous developers have worked on it before, therefore we think it may be challenging.
4. Questions: How many users are using the database?
	1. Answer: We have around 70 users of the database. On average, about 5 users are using it at once.
5. Question: How big are the tables?
	1. Answer: The biggest table is around 15,000 entries.
6. Question: What is the total budget for the project?
	1. Answer: We are using the Small Business Contracting Method and therefore cannot go over $250,000; however, we don’t expect this work to cost this much.
7. Question: How does the application architecture work and how do we get it onto the desktop? How do you update the database on the computers?
	1. Answer: It’s an executable that runs directly on the desktop and connects to the SQL server. We update it through active directories using policies.
8. Question: What testing environment will the Conservancy provide?
	1. Answer: The Conservancy will provide access to a testing environment internally where the contractor can upload interim updates to the database as subtasks are completed. The contractor will have access to the server with GoToMyPC to connect to a server.
9. Question: Have we considered going to a web-based platform?
	1. Answer: Yes, we have discussed this for the long term, but that will require several bureaucratic steps and approvals and so is outside the scope of these immediate fixes that we are seeking through this RFQ.  If the contractor proposes some of the items in the RFQ to be done via a web-based modular solution, and the solution makes sense and does not compromise ease for user, we would consider that approach.
10. Question: Can the current database code 'may/could' be made available?
	1. Answer: We are working on getting the application source code to posted here: http://scc.ca.gov/2018/01/24/RFQSCC-DBM3
11. Question: Is there a contact for someone we can ask any further questions?
	1. Answer: Further questions can be directed to Conservancy staff Hilary Walecka at hilary.walecka@scc.ca.gov or (510) 286-7029

**Questions received by email:**

1. What is the schedule for submitting vendor questions and vendors receiving answers to their questions?
	1. Answer: Vendors may submit questions to hilary.walecka@scc.ca.gov at any time. However, we only guarantee that we will answer questions received by February 8. Answers will be emailed back to the inquiring party and added to this question and answer list.
2. How often can we submit questions?
	1. Answer: You may submit questions as often as you like. However, we will be able to respond more efficiently if you group your questions.
3. Is this a new project contract, or a re-bid for an existing contract?
	1. Answer: This will be a new project contract.
4. If this is a re-bid for an existing contract, is there an incumbent database services provider?
	1. Answer: No.
5. Does the CSCC, currently, have a vendor that provides database services?
	1. Answer: Not on contract.
6. Does the CSCC have any database people on staff?
	1. Answer: We have two IT staff for the Conservancy.
7. How much remote work is okay for this contract?
	1. Answer: We expect this all to be remote work.
8. On page #8 of your RFP, under "TASKS SUMMARY AND DELIVERABLES, Project Initiation", it says the following....

*"Review  existing  CCPM  database  system.  Conduct a project  initiation  kick-off meeting  with Conservancy  team. Revise  Statement  of Work based  on initial meeting and review  of existing  CCPM  system."*

18A. If the selected vendor is allowed to "Revise [the] Statement of Work based on [an] initial meeting and a review of [the] existing CCPM system", AFTER submitting their proposal (with PRE-award) estimates, and winning the contract, doesn't this acknowledge that a "meeting" with CCSP personnel, "...and [the] review  of existing CCPM system" have significant value to the ACTUAL estimating process?

* 1. Answer: No, There are many reasons we may need a revised Statement of Work from the contractor outside of significantly changing the cost estimates for tasks and items outlined in the RFQ.  These may include the need to update the agreed upon schedule of deliverables, clarify any deliverables that may be found to be unclear, or additional minor changes the team determines is needed after meeting to complete the scope of work outlined in the RFQ.

18B. Wouldn't this, also, mean that estimating specific tasks BEFORE a meeting with CCSP personnel, and BEFORE reviewing the existing CCPM  system, would produce proposal estimates that are not accurate or comparable?

* 1. Answer: No, We are offering a webinar on Jan 23 for all potential contractors to go through the existing database and answer any questions vendors have; therefore, all vendors will receiving the same information to create cost estimates for the work detailed in the RFQ. In addition, please see answer above regarding the inclusion of a contingency cost item.

18C. Under these circumstances, wouldn't responding vendors be motivated to create (artificially) low task estimates, knowing that they would get a chance to "Revise the Scope of Work" after they win the contract?

* 1. Answer: No, when developing the contract, the budget will be based on the cost estimate of the proposal selected, therefore, there will not be opportunities for contractors to significantly change their cost estimates. In addition, if a contractor’s cost estimates do not reflect a good understanding of the complexity (or lack thereof) of various tasks, that will negatively impact their overall evaluation.

18D. After contract award, will the vendor be paid for the time it takes to assess the database and revise the scope of work?

* 1. Answer: Yes, those activities described are covered in Task 1 as you've mentioned.
1. The RFP states that the awarded vendor should expect an initial contract duration of 3 years, with 2 additional optional 3-year service extensions.  It seems like it would be more practical and better for the CSCC (for budgetary accuracy reasons) if we provide you with a service estimate for 3 years, compared to an inaccurate guess-timate of specific tasks performed on a database that our team has not, yet, assessed. Has this particular proposal-response dilemma (that this RFP presents to vendors) been discussed within your team?
	1. Answer: To clarify, we are not asking for a service estimate for 3 years, but in the RFQ have included detailed description of tasks for this contract to cover and are asking for cost estimates based on tasks/deliverables. The task duration is 3 years in order to give us the option to add additional maintenance tasks in the future by amendment by mutual agreement.
2. As mentioned in Questions #8B, above, our estimates of specific tasks performed on a database that our team has not, yet, assessed (or discussed with the client), will be inaccurate (and is not our standard process).  Can the CSCC allow us to provide a proposal in a different format that would better enable an "apples-to-apples" comparison (such as a quote for "X" number of hours over a 3 year period, our something similar)?
	1. Answer: We believe that the detailed RFQ and webinar mentioned previously (to see the existing database) will provide enough information about the database and tasks desired for vendors to create an accurate cost estimates for each task.
3. When will the GoToMeeting webinar recording be made available?
	1. Answer: the recording is available now at this link. Please note that the recording only captured the screen shots. We used a telephone for the audio and this was not captured in the computer.
4. During the webinar, it was mentioned that several different database developers worked on system.  Is there any documentation of their work, available?
	1. Answer: We have technical specifications posted in the RFQ and are working on getting the application source code posted and distributed.
5. During the webinar, it was mentioned that one of the contractors who previously worked on this database is likely to submit a bid. Is this an independent consultant, or a firm/company?  If a firm/company, can you provide the name?
	1. Answer: The most recent contractor was Deslonde Software Development.
6. During the webinar, a vendor attendee asked what the previous contract value was for the previous work that was completed on this database.  The answer was unknown, but it was mentioned that the maximum value for this RFP category is $250,000, and that CSCC doesn't expect this project to reach $250,000.  If vendor estimates approach or reach $250,000, will this RFP be cancelled (or re-worked and re-issued?)?
	1. Answer: To clarify, the vendor asked what the previous bid number was. For this RFQ, the bid number was SCC-DBM3. Two of the previous contracts were under SCC-DBM1 and SCC-DBM2. We do know the amounts of previous contracts if interested. We cannot exceed $250,000 with the small business contracting method without further approvals. If all bids come in over this amount, we will evaluate our options and would most likely need to revise and re-issue the RFP. Please note that based on our experience with previous CCPM maintenance work contracts, we do not expect competitive bids to be anywhere close to the $250,000 limit.
7. Does this RFP category limit of $250,000 cover 1 year, or 3 years?
	1. Answer: It covers the entire contract, so 36 months. It would also apply if we chose to extend the contract term by amendment.
8. Can CSCC provide information regarding what is an acceptable budget range for this project...for 1 year?...for 3 years?
	1. Answer: We do not have a preconceived idea of an acceptable budget range. We will be evaluating responses in part to see if contractor’s understanding of the difficulty of various tasks is reflected in the budget estimate. We will not necessarily select the lowest bidder if we feel the contractor does not have a good understanding of the scope of work. To give contractor’s some context, we did similar minor upgrades to the system in 2012 that involved about 45 specific items for a cost of $27,810. In 2014, we did additional upgrades of about 35 specific items at a cost of $37,620.