

TO: ALL POTENTIAL PROPOSERS

RE: RFP NO. 2503-15-29  
“Program Development and Support”

### QUESTIONS AND ANSWERS

1. Q. For small subconsultants, would a statement from their respective insurance providers stating their intent to acquire the necessary insurance upon contract award be sufficient for the purposes of the proposal?

A. **In accordance with the RFP, insurance certificates for the prime and any subcontractors *should* be included with a proposal. However, they *shall* be provided by a selected contractor (and any approved subcontractors) at the time of contract negotiation.**
2. Q. Should any of the reporting and analysis features in the Data Warehouse/Business Intelligence component of the LaGov system be considered as part of the tasks associated with this RFP?

A. **It is anticipated that any required reporting from the Data Warehouse/Business Intelligence component of the LaGov system will be provided by CPRA representatives.**
3. Q. Do the proposers need to provide an exact number (dollar or percentage of work) for each sub-contractor to comply with the subcontractor requirement section of the Proposal Format (Section 5.A.7, Page 12 of RFP)?

A. **See answer to Question #9 below.**
4. Q. Hudson/Veteran Small Entrepreneurship Programs Participation Certifications will be included under the “Subcontractors” section (consistent with RFP Section 5.A.7) of the proposal. Will this comply with the RFP requirement regarding above-mentioned Certifications?

A. **Proposers shall clearly indicate in their proposal whether the prime and/or subcontractors are certified with the Hudson or Veteran’s Initiatives programs. A hard copy of the certificate is not required; however, points will only be awarded if the prime and/or subcontractors are active in the Louisiana Department of Economic Development website (<https://smallbiz.louisianaforward.com>) on the date proposals are due.**

5. Q. Will CPRA use “Weighted Percentage of Work by Staff Designation” method from previous CPRA Consulting Services procurements in calculating the “Lowest Personnel Fee Schedule Average (LPFSA) for Cost Evaluation (Page 18 of the RFP)?
- A. **No. The calculation for Cost Evaluation is provided on page 18 of the RFP.**
6. Q. Does the fee schedule go in Volume 1 or 2, and where in the appropriate Volume?
- A. **In accordance with the RFP, the fee schedule is part of Volume I – Technical Proposal. Proposals should be organized as indicated in Section 5.0 Proposal Content of the RFP.**
7. Q. Does the Cost proposal only consist of a fixed hourly rate (inclusive) for each personnel section of page 9 of the RFP?
- A. **Yes. Please note that all proposals must contain a rate for each classification and classifications shall not be added or modified.**
8. Q. Do we need to provide a certificate of insurance for just the Prime firm or subs as well?
- A. **Please see Question #1.**
9. Q. In both Section 7 of Volume I – Subcontractors, and Section C Veteran Owned Service Connected Entrepreneurships and Louisiana Initiative for Small Entrepreneurships Programs Participation; the RFP indicates that an anticipated percentage of the project to be accomplished (Section 7) and the dollar value of each subcontract (Section C), must be provided. Assuming this will be tasked like CPRA IDIQ contracts with a detailed cost proposal developed during contracting, and a percentage of the actual work is hard to determine until the work is tasked; is it acceptable to provide a description for the type of work the subs are anticipated to provide, and not a percentage or dollar amount?
- A. **CPRA recognizes that the Scope of Services is broad and encompasses a wide variety of work examples to potentially be tasked.**  
**Regarding Section 7 of Volume I – Subcontractors, proposers must attempt to provide an estimate on the percentage of the work to be performed by each proposed subcontractor based on the proposer’s understanding of the work examples in the Scope of Services.**  
**Regarding Section C – Veteran Initiative and Hudson Initiative, the language in the RFP is mandated. Therefore, proposers must attempt to provide an estimate of the dollar value of each proposed Veteran Initiative and Hudson Initiative subcontractor identified based on the proposer’s understanding of the work examples in the Scope of Services.**
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