



QUESTIONS AND ANSWERS ALAMEDA CTC RFP NO. R23-0004

The following answers are in response to questions submitted by prospective proposers for program administration and coordination of the Student Transit Pass Program, Alameda County Transportation Commission (Alameda CTC) Request for Proposals (RFP) No. R23-0004. This document provides the written responses to all questions that were received by Alameda CTC on or before November 10, 2022. Questions may have been edited for grammar and clarity.

Q1. Is the goal 70% LBE or 30% SLBE; not a combination of both?

A1. The contract resulting from this RFP is subject to the LBCE Program's Local Business Enterprise (LBE) goal of 70.0% **and** Small Local Business Enterprise (SLBE) goal of 30.0%. These are separate goals. A firm that is certified as an SLBE is also certified as an LBE; i.e., an SLBE firm's participation will count toward both goals.

Q2. Do DBE-certified firms qualify for the LBCE Program goals for this contract?

A2. No. This contract will be funded in whole by Alameda CTC Measure BB and other local funds. As such, Alameda CTC's Local Business Contract Equity (LBCE) Program applies. Therefore, firms must be certified under the Alameda CTC LBCE Program in order for their participation to be counted toward LBCE goal attainment. For more information, please see RFP Section I.3, Local Business Contract Equity Program and visit <https://www.alamedactc.org/contract-equity>.

Q3. Our cost of doing business during the pandemic (2020-2021) was significantly lower than now, as we have returned back to the office. How can we request a variance from using the 2021 ICR period?

A3. As further detailed in the RFP, the indirect cost rate must be for the most recent fiscal period; i.e., 01/01/2021- 12/31/2021 or 07/01/2021-06/30/2022 (FY2021/22), whichever is later. You may use your FY2021/22 ICR if that is your most recent one-year accounting period.

Q4. Is there currently an incumbent firm and has the budget been established?

A4. The current incumbent firm is Nelson\Nygaard. The budget for the contract resulting from this RFP will be established as part of the negotiations with the top-ranked firm, and included as part of the contract recommendation brought before the Commission for approval.

Q5. What percent of the contract is communications related vs. the other tasks? Task 4 and Task 5 seem to fall within communications and outreach.

A5. Communications and outreach components can be found within Tasks 2, 4, and 5 in the scope of work. Alameda CTC is look for proposers to provide their approach and proposed level of effort for the Required Scope of Work, Deliverables and Staffing (RFP Appendix A) provided in the RFP.

Q6. How can proposers determine a cost for Task 6 which appears to be on an as-needed basis?

A6. Proposers may, but are not obligated to, include as-needed Technical Assistance items identified by the proposer or listed in the RFP within the cost proposal. The precise scope and budget for any as-needed Technical Assistance tasks exercised or authorized by Alameda CTC will be established by subsequent negotiations, either as part of the initial contract negotiations or as part of ongoing contract and program management.

Q7. Are the references that are meant to be included in the appendix required to be the same as those used in the online Reference Questionnaire?

A7. There is no requirement that the reference project information required under RFP Section II.2.G (References) and the Reference Questionnaire are for the same project(s) or references (i.e. former or current clients). However, since both the reference project information and the Reference Questionnaire are related to project(s) within the past five (5) years, it is likely that proposers will use the same project examples for both.