

Inquiries and Responses  
for the Katrina Consultant Services for Review of In-House Activities RFP

1. Will the main work be performed at the Headquarters Building?

**Yes. Many documents are available at HQ but most source documents produced by districts are maintained by the district. The majority of the work can be performed at the HQ but travel to the Districts will be necessary.**

2. Is there an incumbent firm?

**No.**

3. Will stipulations and considerations of the Hudson Initiative be taken into account with the proposed contract?

**No. Additional points, credit, etc., will not be given to Hudson Initiative firms.**

4. Will or can a list of firms submitting questions be made available prior to the proposal submission deadline?

**Yes.**

5. If a proposer has performed work for DOTD in response to the 2005 storms, such as debris removal or debris management activities, could those records be handled by another firm or DOTD personnel as to remove any potential conflict? Or is previous work for DOTD on storm recovery a disqualifying circumstance?

**Previous DOTD storm recovery work does not disqualify a firm.**

6. Does performance of the review activities contemplated by this contract in any way limit future involvement in DOTD contracted activities?

**Most of this work involves documentation associated with in-house work and expenses for Hurricanes Katrina and Rita. This will not limit future involvement in DOTD contracted activities.**

7. In order to provide a cost estimate, proposers will need to make broad and generalized assumptions as to the number of records to be reviewed, the amount of time required, the number of out of town trips and mileage, the selection and purchase of project cost accounting software, the number of staff required, etc. Would DOTD consider providing estimated hours by level of employee so that each proposer can use the same assumptions and thereby provide competitive pricing?

**We could do this but it would take some time to do and may not be accurate. DOTD quantified a minimum number for each position.**

8. The RFP notes minimum staffing requirements in terms of accounting and auditing experience. If a proposer has qualified staff with direct FEMA/GOHSEP record review experience, but lacking accounting or auditing degree, will that be acceptable or should the requirements be strictly interpreted?

**It is envisioned that at the end of the project DOTD will be prepared for any subsequent audits. Accounting/audit experience is therefore required. Experience in FEMA and FHWA record review would be good.**

9. Are all personnel that will be involved in the project required to fall into the project manager, administrative project manager, auditor or accountant, audit/account clerk, or clerical categories? If not, can the contractor define an alternative category and rate?

**With proper explanation.**

10. Does DOTD have format or minimum requirements for the database described in Objective 2? If so, does this include database compatibility?

**No**

11. Does DOTD have a format or requirements for the Detailed Project Cost Reports?

**No**

12. It is our understanding that all documents will be gathered and sorted by project number at the respective DOTD locations by DOTD personnel. Additionally, these documents may be picked up by the Contractor for auditing at the Contractor's own facilities. Is this understanding correct?

**No. The original documents will remain on DOTD property. The contractor may elect to make copies of any documents needing to be worked off site.**

13. Are costs to be charged to the project apparent on DWR's and other source documents? For example, if a timesheet is the source document, is the cost of the employee's time on the timesheet or will further work be required to make the calculation of cost based on the hours reported on the timesheet?

**DWR's detail employee, hours worked, equipment used, and materials used. It does not detail hourly rates, equipment rates, or material unit prices. That data will have to be drawn from other DOTD sources. Additionally, there are occasionally adjustment sheets which make changes to a DWR or timesheet that need to be considered.**

14. As it relates to Objective 3, is billing and recovery for these projects ongoing or has this activity been ceased until completion of this project?

**Billing and recovery on almost all projects is complete. Notable exceptions are the I-10 Twin Spans reconstruction and the New Orleans Submerged Roads Program.**

15. Can you provide a minimum, maximum, and average estimate of time to review a document in the "brief" category for use in estimating the time and cost to complete this project. Can you provide the same for the estimated 10% of documents not falling in the brief category? Please provide estimates on a per document basis.

**No.**

16. Other than correcting project numbers, function codes, and retabulations, are there any other errors to be corrected? Please provide an estimate of time to correct each type of error.

**It is anticipated that other errors will be identified that require corrections/reconciliation. There are occasionally adjustment sheets which make changes to a DWR or timesheet that need to be considered.**

17. What is the current process to upload and log by project a document to Project Solve? How long does it take to upload one document? What, if any, Mass loading capabilities are available? If no mass loading capabilities are available, are you open to writing a custom upload routine to expedite this process.

**Custom uploads will be considered.**

18. Can the Project Cost Accounting System be a custom developed Microsoft SQL database and reporting structure?

**The contractor will procure and configure an off-the-shelf Project Cost accounting system.**

19. Will the DOTD require access and use of the Project Cost Accounting Software during and after conclusion of the project or simply a copy of the underlying database?

**DOTD will require access and use of the software during and after the project.**

20. Is a Microsoft SQL database an acceptable format for the deliverable of Objective 2 ?

**See Question 18**

21. Can you provide sample DWR and source documents for review?

**No. Proposers should be familiar with DOTD processes and source documents**

22. Can you provide an estimate of the percentage of documents which are typewritten versus handwritten? What are your expectations for documents which are not legible? What percentage of documents do you estimate to be non-legible?

**Most documents are hand written but legibility is not foreseen as a significant issue.**

23. Is it acceptable to present the Price Proposal (Attachment II) as an appendix to the larger proposal, or should the Price Proposal be presented under separate cover?

**Appendix will be acceptable.**

24. In Attachment I, Section 2.B of the RFP, the Contractor is required to provide three references for similar work performed. Should some of these references represent work performed by a subcontractor? Or is each subcontractor also required to provide an additional three references?

**The contractor and each sub-contractor should have three references.**

25. In Attachment I, Section 4 of the RFP, Section B requires the proposer to provide a work plan, while Section E requires the proposer to provide a Project Work Plan. May these work plans be combined into a single work plan which meets all of the requirements listed in Sections B and E, or are two distinct pieces desired to fulfill these specifications?

**One work plan meeting all requirements is appropriate.**

26. What (if any) level of travel beyond the Baton Rouge area does the DOTD anticipate will be required in performing this contract?

**It is anticipated that travel to DOTD all district locations will be required. Most work was performed by the southern districts. However all districts performed some work in their resident district and many districts performed work in other districts. All source documents of a district are retained in the resident district.**

27. What accounting system was/is used by the DOTD currently?

**DOTD currently uses main frame accounting systems developed internally.**

28. Under Objective 1: Source Document Reviews and Corrections – Will the collection and sorting of source documents and DWRs at the District or Section offices be performed by DOTD personnel, by the Contractor or by a combination of both DOTD personnel & the contractor, and if it is a combination, will it be an approximate 50/50 split? Obviously, the answer to this question will affect the pricing of the project.

**The source documents will be sorted by project number by DOTD.**

29. Under Objective 2: Retabulation of In-house State Project Costs – Who will own the off-the-shelf Project Cost accounting system – the DOTD or the contractor, and if the contractor, am I correct in assuming that at the termination of the project they will retain all copies of and rights to the software. DOTD will never have any access or rights to the software, I assume.

**Upon completion of the project DOTD will own the software and data.**

30. Objective 2 requires that “... *the Contractor will procure and configure an off-the-shelf Project Cost Accounting System.*” If the proposer has a proprietary suite of accounting applications that was developed for and has been implemented for managing similar information and data, will the DOTD accept this system as opposed to third party software?

**See Question 18**

31. Page 19, ATTACHMENT II – PRICE PROPOSAL of the RFP requests rates for five specific labor classifications. May a Proposer add to, and/or modify the titles and definitions of these classifications? For example, the services of an

I.T. Support Technician may be needed in setting up and maintaining the Project Cost accounting system referenced under Objective 2 on page 6.

**See Question 9**

32. Page 19, ATTACHMENT II – PRICE PROPOSAL of the RFP includes a request for a total sum for the scope in the first paragraph, then further down requests a “Total Proposed Price for all five objectives”. Are these referring to the same amount? Also, either could be interpreted as a bid amount for which DOTD might subsequently award a lump sum contract. Is this DOTD’s intent?

**A lump sum contract is not intended.**

33. Page 22, first paragraph, SAMPLE CONTRACT, indicates that the monthly invoice “shall be directly related to the Monthly Progress Schedule.” What relation does this Monthly Progress Schedule have to the proposed Project Work Plan requested on Page 18 under Approach and Methodology? In addition, is the Monthly Project Schedule a scope deliverable? If yes, when is Monthly Project Schedule needed, and what are the specific requirements for it?

**The Monthly Project Schedule is not a scope deliverable. The Monthly Project Schedule (MPS) is the actual work performed during that invoice period. There is a direct relationship to the Project Work Plan (PWP). The MPS will show how well the consultant is performing.**