

1. Question: Is a detailed organization chart for DOTD available?

Response:

A high-level organization chart of DOTD showing the organizational structure of the department at the section / district level is provided (attached.) A detailed organizational chart showing all DOTD employees (4,400+) is not available for distribution.

2. Question: In lieu of an organization chart, can we get a count of resources assigned to the various functional organizations within DOTD?

Response:

The DOTD resources, related to LaGov support, consist of the ERP Project Office with four full time staff positions and one part time staff position. Subject Matter Experts that are in the functional areas are available resources on an as needed basis.

3. Question: Will process improvement teams be expected to visit other locations in Louisiana or will all interviews be conducted in Baton Rouge?

Response:

The Process Improvement Teams will not be expected to visit other locations.

4. Question: If other locations are included, where are they and what is the function and staff size in these locations?

Response:

See question #3 above.

5. Question: Will the assessment of the ERP implementation be expected to evaluate the effectiveness and proficiency of the consultants that implemented the SAP/Agile Assets applications?

Response:

The assessment will not include an evaluation of the consultants that conducted the implementation.

6. Question: With regards to Attachment IV, Cost Proposal, should the proposed hourly rate include travel expenses or is that tracked separately?

Response:

See section 5.5 of the RFP, Cost Information, which states "Provide the total cost (inclusive of travel and all project expenses) as identified in Attachment IV."

The cost proposal should include travel and all project expenses in the hourly rate.

7.2 Billing and Payment is revised as follows:

Existing language:

7.2 Billing and Payment

Billing and payment terms shall be negotiated with the successful Proposer.

Revised language:

7.2 Billing and Payment

Billing and payment terms shall be negotiated with the successful Proposer. During the negotiation period, the **selected consultant** may be required to provide a separate line item for travel and other project expenses in the monthly invoice for information purposes. Travel expenses should comply with Louisiana Policy and Procedure Memorandum (PPM) 49 [<http://www.doa.la.gov/osp/travel/travelpolicy.htm>].

7. Question: Is Attachment IV the only cost information that should be submitted as the Cost Proposal?

Response:

Yes, Attachment IV is the only cost information that should be submitted for the Cost Proposal.

8. Question: Regarding the above solicitation, can you please provide clarification on the following: In Attachment IV: Cost Proposal, the table identifies one (1) Project Manager, one (1) Senior Functional Specialist, two (2) Functional Specialists and one (1) Documenter/Writer all with respective maximum hours monthly and annually. Are these strict limitations determined by the State or is there flexibility in the types and number of resources a vendor can propose and how many hours a vendor would propose for each resource based on the scope of work outlined in the RFP?

Response:

We expect each proposer to complete the RFP Attachment IV, Cost Proposal as provided in the RFP.

Attachment 1, Scope of Services, outlines the skill sets we are seeking in the RFP. As DOTD has worked with consultants during the implementation, go-live, and post go-live of LaGov, we have a vision of what is needed to accomplish the needed tasks. We provided estimates for the maximum hourly involvement that we anticipate for each of the skill-sets. These will be used for proposal evaluation purposes.

In Section 5.4, Approach and Methodology, the proposer should outline their approach to provide the services requested in the RFP.

9. Question: Re, section 5.2: As a privately-held corporation, we consider our financial statements confidential. As such, if we provide our financial statements in a sealed envelope marked as confidential, will DOTD consider them as such and refrain from releasing them after a contract is awarded?

Response:

DOTD will consider the financial statement as confidential information.

10. Question: Re, section 6.8.1: What percentage of the work needs to be completed by a certified Veteran or Hudson Initiative small entrepreneurship for proposers to receive points?

Response:

See sections 5.2.1, 6.5, & 6.5.1 of the RFP.

10 points (10% of 100 points) of the scoring for this RFP is reserved for Veteran / Hudson Initiative (VHI) small entrepreneurship participation.

If the proposer is a VHI small entrepreneurship, 10 of the reserve points will be added to their proposal score. If the proposing firm is not a VHI small entrepreneurship but subcontracts with a VHI, for any amount of work, then a proration of the 10 points will be added to their proposal score as outlined in the RFP.

The Veteran or Hudson Initiative small entrepreneurship criteria do not designate a specific percentage of the total contract amount to be completed by a VHI subcontractor to receive reserve points.

11. Question: Re, section 6: What is the on-site expectation for the project manager?

Response:

For evaluation purposes, we used 400 hours per year for the project manager role. We would expect that the project manager should be onsite at a minimum of one day per month.

12. Question: Re, section 5.2: How many references does DOTD want from proposers?

Response:

There should be at least three references provided from the proposers.

Louisiana Department of Transportation & Development

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