



CHATHAM-KENT & LAMBTON ADMINISTRATIVE SCHOOL SERVICES

REQUEST FOR PROPOSAL
FOR
PROCUREMENT CONSULTATION SERVICES FOR
STUDENT TRANSPORTATION

RFP #: 2012-02

QUESTIONS & ANSWERS

PROPOSAL DUE DATE: SEPTEMBER 28, 2012 at 4:30p.m., Local Time

Mailing Address:

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QUESTIONS & ANSWERS

Chatham Kent-Lambton Administrative School Services
Request for Proposal #: 2012-02 (Addendum #1)
Procurement Consultant Services for Student Transportation

QUESTIONS AND ANSWERS

1. QUESTION: Part 3 - Evaluation of Proposals, section 3.6 Stage 1 - Mandatory Requirements, page 6, states "Other than inserting the information requested on the mandatory submission forms set out in this RFP, a Proponent may not make any changes to any of the forms. Any proposal containing any such changes, whether on the face of the form or elsewhere in its proposal, may be disqualified." Would the evaluation team accept the forms if they were reproduced and the information provided in typed format rather than written by hand? Or can the forms be provided in word format so the information can be typed in and printed?

ANSWER: Forms reproduced for the purposes of submitting the documents in a typed format are acceptable provided the forms are the same as issued.

2. QUESTION: Appendix C –Rate Bid Form, page 36. The Rate/Day does not stipulate the number of hours per day to be worked. Please confirm the standard number of hours that is expected during a regular day (i.e. 7.5hrs, 8hrs)?

ANSWER: Rate/Day is based on working 8 hrs.

3. QUESTION: The "number of hours" is stipulated on the form. However, it is difficult to ascertain the total number of hours since it is unknown the number of proposals that would be submitted, the number of questions that would be submitted for clarifications, etc. Would you be willing to set a baseline for questions submitted and proposals submitted, so financial proposals can be evaluated equitably (apples to apples)? (i.e. 20 questions, 5 proposals submitted). The baseline would also be applied for creating a Work Plan

ANSWER: CLASS expects that a bidder knowledgeable in Procurement related to Student Transportation would be in a position to estimate the scope of work required based on their experience.

4. QUESTION: Experience Level - please clarify if you are seeking the wording "junior", "intermediate" or "senior" in this field?

ANSWER: CLASS is requesting the experience level be described as that which best allows CLASS to understand the consultant's previous experience.

5. QUESTION: Part 3 - Evaluation of Proposals, section 3.9, page 11. "Experience and Qualifications". "Experience in Public Sector Procurement, specifically those for student transportation services" and "knowledge of the transportation sector in Ontario, and more specifically, knowledge of student transportation". Please confirm if experience and knowledge of transportation system is a mandatory requirement or desirable, and how much weight will be applied to this requirement when scoring proposals? (i.e. For experience in student transportation, 5 points are applied, of which 25% is geared towards transportation experience).

ANSWER: All mandatory requirements are identified in Appendix B, Section 3. a). There is no reference to this as a mandatory requirement.

6. QUESTIONS: Resumes were not requested to be submitted. Would the evaluation team consider resumes as part of the evaluation, and if so, should they be inserted in the Proposal as an Appendix?

ANSWERS: Appendix F requests the information that could be found in a resume.

7. QUESTIONS: Addendum / Addenda. Please confirm if copies of the Addendum / Addenda are to be included in the Proposal?

ANSWERS: Addenda form an integral part of RPF #2012-02.

8. QUESTIONS: What is the budget for these services? If no budget has been set what has been historical costs for similar services?

ANSWERS: CLASS does not have a specified budget for this service but has conducted research to ascertain an amount that could be considered reasonable for its sector and the scope of the services being sought. Historical costs do not exist

This concludes the Questions & Answer.