



## CALIFORNIA ALTERNATIVE ENERGY AND ADVANCED TRANSPORTATION FINANCING AUTHORITY

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### ADDENDUM NOTICE NO. 1

#### CALIFORNIA ALTERNATIVE ENERGY AND ADVANCED TRANSPORTATION FINANCING AUTHORITY (CAEATFA)

#### REQUEST FOR PROPOSAL-Secondary CONTRACT NO. CAEATFA04-18 Technical Advisor Services for the California Hub for Energy Efficiency Financing Program

January 8, 2019

The following information is provided in response to questions received by CAEATFA regarding Request for Proposal ("RFP") Number CAEATFA04-18, as shown below:

#### **Responses to Questions:**

1. The RFP states that up to 35 points are available for the Fee Schedule based on the actual fees proposed including "the reasonableness of rates, estimated cost detail and effectiveness (given value of services to be obtained), and cost effectiveness (given the experience and qualifications of firm and its personnel)." However, section C.4.j shows a 35-point cost proposal scoring formula that is based purely on the bidder's cost. Can you please explain how a proposing firm's rates, value, and cost effectiveness are accounted for when awarding points for the fee schedule?

#### **Answer:**

The cost component of the RFP will be scored by comparing each proposer's budget for the Sample Task Order. This is to create a fair cost comparison based on the same work to be done, as set forth in the sample task order. Please note that the sample task order is not a real task order and is simply for evaluation purposes. Work under the contract will be established per the RFP's Scope of Work, including Section A.4.v.c, "All deliverables will be consistent with the Scope of Work described herein. Specific deliverables, responsibilities, and timetables will be established by and between CAEATFA and the Contractor via Task Order. All Task Orders shall be made a part of the Contract."

2. The cost proposal scoring formula shown in section C.4.j establishes a scaling factor based on the bidder's cost. Does this formula rely on the cost identified for the sample task order (Development of Training Manual for Contractors Participating in the Affordable Multifamily Pilot Programs) or an overall bid cost?

#### **Answer:**

Yes, the formula for the fee schedule cost scoring is based on the Sample Task Order budget as described in Section C.4.i.iv, "For evaluation purposes, the cost proposal must include the proposer's budget, work plan and work schedule for the Sample Task Order from Attachments 5a and 5b." Please see the response to Question 1 for more information.

3. If we intend to include a subcontractor on our proposal, can one of the three requested proposer references be associated with that subcontractor? Or must all references be associated with the prime contractor?

Answer:

The three references required as a minimum need to be for the main firm but any additional references can be for the subcontractor.

4. Is there a page limit for the proposal?

Answer:

No, there is no page limit for the proposal.

5. Under "Submission of Proposals" in the RFP, section c indicates that we must provide a minimum of one unbound original and three copies of the proposal. Can you please confirm that you do not want any of the proposals (1 original, 3 copies) bound? If so, can you please explain how you prefer we deliver each copy?

Answer:

Please submit the original copy of the proposal unbound. The three copies of the proposal may, but are not required to be bound. The original copy can be clipped with a binder clip or secured with a rubber band, etc.

6. Can we include all attachments in an Appendix?

Answer:

Yes, all attachments can be included as an Appendix.

The date for submitting questions regarding RFP Number CAEATFA04-18 has passed. Should you require any clarifying information regarding this addendum, the contact person for this RFP is:

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