

SFEI/ASC Questions and Responses - RFQ for Modeling & Modeling-Related Services

RFQ Section for Reference	Question	Response
1.2 RFQ Schedule	Given (1) the limited window to adapt submittal content to any publication of Q/A answers before the submittal due date and (2) the volume and complexity of information requested for this SOQ, will SFEI consider extending the deadline to a later date?	Yes, the initial deadline for all vendors to submit SOQs is now Friday, August 7.
5.2.6 Proposed Services	Section 5.2.6 Proposed Services requests information that aligns with a specific Request for Proposal (RFP). Items may not apply or may vary by Task Order specifications. Is it possible to remove Section 5.2.6 from the RFQ with the expectation that this level of information may be requested of pre-qualified vendors in a future service-specific RFP?	Vendors only need to respond to the items applicable to the service category(ies) for which they are seeking qualification. Responses should describe the vendor's typical modeling approaches, platforms, practices, and relevant experience for each service category. More detailed technical information will be requested during future project-specific contract negotiations, as appropriate.
5.2.6 Proposed Services	For section 5.2.6, the amount of information feels more in line with an RFP. If we want to submit an SOQ for service area (category) 1, but item 1 under 5.2.6. doesn't apply, should we still include a response to item 1?	The requested responses are intended to be concise. As a general guideline, SFEI/ASC anticipates a narrative of approximately 500 words in response to each applicable Item 1–7 of Section 5.2.6. Vendors only need to respond to the items applicable to the service category(ies) for which they are seeking qualification. Vendors may exceed this length where appropriate to clearly explain their approach, rationale, or qualifications, or where additional detail is necessary to fully and accurately respond to the requirements of the RFQ. Proposers are encouraged to be clear and concise while providing sufficient information for the evaluation team to assess their qualifications.
5.2.5 Example Projects and Client References	For the requested three references does the PI need to be involved in all three projects?	The intent is for the three example projects to demonstrate the Vendor's relevant experience. It is ideal if the proposed Principal Investigator held a significant role in each of the referenced projects. They do not necessarily need to have held the formal title of Principal Investigator on all three projects, but their involvement should be clearly described so the evaluation team can assess their relevant experience.
5.2.5 Example Projects and Client References	Would SFEI be able to relax the requirement of three projects from last two years? Maybe 5 years?	Yes. SFEI/ASC will accept project references completed within the last five (5) years in lieu of the originally stated two-year timeframe.
5 Statement of Qualification Response Format	Can responses to multiple categories be submitted in one SOQ document?	Yes, one SOQ document that covers the multiple categories you wish to be qualified for can be submitted.
5.2.2 SOQ Contact and Team Members	Can we list more than one PI per task (if we have multiple people that are going to assist), or should we list one?	A single Principal Investigator should be identified for each proposed service category. The intent is for SFEI/ASC to clearly understand who will be ultimately responsible for coordinating the work and ensuring the quality of the deliverables. If multiple individuals will support the effort, the proposal should designate one individual as the Principal Investigator and clearly describe the roles and responsibilities of the supporting team members.
5.2.2 SOQ Contact and Team Members	Can one person be proposed as the PI for multiple service categories?	Yes. A proposer may identify the same individual as the proposed Principal Investigator for multiple service categories, provided that the individual has the qualifications and relevant experience to support each of the proposed categories.
5.2.7 Pricing	Are you looking for fully loaded rates only for staff included in the response, or would it be helpful to have all billing categories?	The intent is for vendors to provide fully loaded hourly staff rates for the labor categories anticipated to perform work under this RFQ, not just the individuals named in the proposal.
6.1 Initial Review - Qualifications	Is there a specific number of consultants you're looking to select for each category?	No. Per Section 6.1 of the RFQ, there is no set minimum or maximum number of desired Vendors to be included on the pre-qualified list. Our intention is to create a list of qualified vendors to then select from for future projects.
5.2.5 Example Projects and Client References	The RFQ indicates that Additional information that may be helpful from clients willing to be listed as references: - Client name, organization, and contact information - Project name (if redaction is necessary, please provide a generic name) - General project scope Could SFEI please confirm whether a client reference letter is required, or if providing the information listed above is sufficient projects where we include client references?	Client reference letters are not required. Providing the reference information identified in the RFQ (client name, organization, contact information, project name (or a generic project name, if necessary), and a general project scope) is sufficient.
Appendix A - Sample SFEI/ASC Agreement	The template agreement refers to a Prime Agreement. Can SFEI confirm if the intent is for Exhibit C (Appendix B - EPA Terms and Requirements) to function as that, or if another document is intended as the Prime Agreement?	The Prime Agreement referenced in the template agreement is separate from Appendix B (EPA Terms and Requirements). If applicable, the Prime Agreement will be the agreement between SFEI/ASC and the entity providing funding for the specific project. The applicable Prime Agreement, if any, will be incorporated into project-specific contracts as Exhibit C. We anticipate that some contracts awarded under this RFQ will be funded by an EPA assistance agreement. In those instances, SFEI/ASC's EPA assistance agreement will be incorporated as Exhibit C, and the EPA Terms and Requirements in Appendix B will apply. For project-specific contracts funded through other sources, there may be no applicable Prime Agreement to incorporate, and the EPA Terms and Requirements in Appendix B will not apply.