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March 4, 2020

AMENDMENT #2 – RFP-019-T-2020 (P) Qualified and Licensed Vendors for VIBES Project Organization Services (PMO)

Questions and Answers

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.

BIDDERS MUST ACKNOWLEDGE RECEIPT OF THIS AMENDMENT WITH THEIR BID PROPOSAL.

Questions and Answers:

Question Number	Source & Section	Page Number	Question	GVI RESPONSE
1	Section 1. Provider Requirements, Item 1.4.4	Pg. 5	Requirement 1.4.4 refers to RFP development, evaluation and selection. Does GVI know how many RFPs this may include?	1. GVI assumes no more than 5 RFP's will be included.
2	Section J. Contents of Proposal, Item 5	Pg. 6	With regard to the notarized written consent – does GVT require hard copies of the notarized written consent or will scanned copies where the notarization is visible and legible suffice for this requirement?	2. That will be acceptable
3	Section L. Licensure Requirement	Pg. 7	It is our understanding that a vendor does not need a business license with the GVT if that vendor does not hold an office on the Island. Can you please confirm this understanding is correct and, if so, what will GVT find acceptable in a vendor's response in place of the GVT Business License?	3. The Vendor is required to submit the business license or state register for the state in which they operate.
4	Cost: Cost Proposal	6	Regarding the Cost Proposal, can GVI please provide instructions regarding the format in which offerors should compile and submit their cost information for this response?	4. The cost proposal shall include tables delineating cost for each task and year on which the bidder is submitting a bid. The bidder's cost proposal should provide a preliminary staff plan for this project based on staff level and roles. The Bidder shall further supply hourly rates for consulting services. The cost proposal must identify costs for each project deliverable and will be inclusive of any related expenses.
5	Section 17.2	15	Does GVI have an estimate for how many training sessions will be required annually?	The PMO is no longer required to secure office space for participants other than their own staff. Training of GVI

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				personnel will be conducted at GVI facilities.
6	Section 17.2	15	How many people are anticipated in each training session? Does the reference to a conference room that holds 10-15 people apply to the requirements of the training room as well?	The expectation is for the vendor to secure a facility to maintain an on-island presence independent of DHS office space for the duration of the project. At a minimum, the vendor's facility must include a conference room to accommodate at least 15 people.
7	Section 17.2	15	How many state staff will be involved in the training sessions?	Unknown at this point.
8	Section 17.2	15	How many state staff will be working from the PMO vendor facility and roughly how many staff from the IV&V vendor will be expected to work from the PMO vendor facility?	At a minimum, the vendor's facility must include a conference room to accommodate at least 15 people.
9	Section 17.2	15	Requirement 17.2 indicates the need for a training space. The PMO vendor is responsible for providing equipment for its own employees. Can you please clarify which party is responsible for providing the training equipment/infrastructure for other training attendees?	GVI and the VIBES vendor will be responsible for training equipment/infrastructure.
10	Section 17.2	15	Will GVI clarify whether any PHI will be handled from any of staff expected to reside in the on-island PMO facility? Are there any security standards the PMO vendor should plan to meet with regard to the proposed on-island facility?	Need clarification. What does PHI represent?