

## Professional Consulting Services RFP Updates USAC-20-015

- **Proposal Due Date: Monday, April 20, 2020 at 11:00 AM ET – no additional extensions will be provided**
- **Any additional questions must be received on Tuesday, April 14 no later than 4:00 PM ET.**
  - **USAC will hold an additional Bidders Conference Wednesday, April 15 at 3:30 PM ET.**
  - Every Offeror must submit a proposal response for the IDIQ RFP.
  - IN ADDITION, Offerors MUST submit a proposal to AT LEAST one (1) of the nine (9) Mock TORPs OR at least one (1) of the five (5) TORPs.
  - Offerors wishing to respond to multiple service categories – MUST SUBMIT A PRICING PROPOSAL (according to the instructions in the April, 3, 2020 updated RFP) for EACH SERVICE CATEGORY that it wishes to be considered.
    - Additional submission instructions provided below
  - NOTE: the Mock Task Orders are being evaluated for pricing to establish a competitive range ONLY, at this time. We will review the IDIQ technical response to ensure capabilities. FUTURE Task Orders will be evaluated on TECHNICAL and PRICING.

### I. RFP UPDATE – CLARIFICATIONS

- Responses to VI.A.B.1 (Technical Information Volume II) – IDIQ Level no more than 20 pages (excluding resumes)
- Response to VI.A.B.2 (Technical Information Volume II) – TORP Level is no more than 6 pages per TORP response (excluding resumes)
- Proposal submissions should be in one (1) email sent to:
  - [RFP@USAC.org](mailto:RFP@USAC.org)
  - [bwray@USAC.org](mailto:bwray@USAC.org)
    - If file sizes are too large to email, please send IDIQ responses and TORP responses in SEPARATE EMAILS
- USAC will not accept a blanket acknowledgement of the RFP requirements for technical approach, capabilities or key personnel. IDIQ submissions must include information on its experience and capabilities for each Service Category it intends to respond to.
- USAC anticipates awarding Task Orders, associated with the TORPS in the RFP, at the time of Contract award.
  - USAC anticipates work on these Task Order awarded to begin on, or around, July 15, 2020.
- Section B.2, TORP Individual Technical Information (Page 41 of Professional-Services-RFP-Final-REVISED-04.3.2020.pdf)

- Section B.2.b. is referring to “Section B.VI of the Actual TORP”. On the actual TORP documents, there is no Section B.VI. USAC is referring to “Objectives and Goals” of each of the ACTUAL TORP documents.
- Mock TORP #4 is a “General Professional Consulting” TORP for a consultant to:
  - (1) assist USAC IT Operations with migrating to a new ticketing system; and
  - (2) provide recommendations on how USAC IT can improve overall processes to ensure a smooth transition.
- General IT Services and General Information System Services are the same category. USAC will revise the RFP to reflect this in the IT Service Category section to update the “General Information Systems Services” to read “General IT Services”.

## II. Additional Submission Instructions

- If an Offeror intends to submit a response for 3 service categories including:
  - 3 Mock TORPs, and
  - 2 actual TORPs

Offeror’s submission must include the following information below for each volume pertaining to the IDIQ, Mock TORPs and Actual TORPs:

*NOTE: All Volumes must have a signed cover sheet, per the instructions in the RFP Section E.V.*

- **RFP – IDIQ RESPONSE (VOLUME TITLES: RFP USAC-20-015 – PROFESSIONAL SERVICES IDIQ + VOLUME NO.)**
  - **Volume I - IDIQ RFP RESPONSE**
    - File 1 - Corporate Information (may not exceed 3 pages)
  - **Volume II - IDIQ RFP RESPONSE**
    - **File 2 - IDIQ Technical Volume** (may not exceed 20 pages)
      - **Must include capabilities for performing EACH Service Category Offerors are responding to**
    - **File 3 - Attachment of Key Resource resumes** (may not exceed 1 page per resource)
  - **Volume III - IDIQ RFP RESPONSE**
    - **File 4 – Past Performance Information** (may not exceed 4 pages per Service Category bid)
      - Submissions for 3 Service Categories, may include up to 12 pages for this section
  - **Volume IV - IDIQ RFP RESPONSE**
    - **File 5 – Pricing Information** (no page limit) -
      - Includes Cover Sheet, pricing methodology, IDIQ Rate Card and Labor Category descriptions
    - **File 6 – Attachment 16 for MOCK TORPs** (Excel file, may not exceed 10 tabs)
      - 10 pages refers to tabs/worksheet on excel file
      - **Tab 1** is the current USAC-20-015 tab found in Attachment 16
      - **Tab 2-10** can be staffing details, assumptions (as needed)

- RFP – IDIQ TORP RESPONSE (VOLUME TITLES: RFP USAC-20-015 – PROFESSIONAL SERVICES IDIQ + VOLUME NO. + TORP TITLE + TORP NO.)
  - File 8– Actual TORP Task Volume 1 (may not exceed 6 pages) for TORP Response #1:
    - Task Volume includes Technical Approach, Capabilities, and Key Personnel for performance on THIS TORP.
  - File 9 - Attachment of Key Resource resumes (may not exceed 2 page per resource) for TORP Response #1:
    - Expected to provide resumes for only alternate staffing approach if bidding alternate approach.
  - File 10 – Actual TORP Task Volume 2 (may not exceed 6 pages) for TORP Response #1:
    - Task Volume includes pricing section and ceiling pricing section
    - Each actual TORP will have **separate Attachment 17** as follows:
      - **Tab 1** is the Attachment 17 (Editable version) with hours and rates for each Labor Category
      - **Tab 2** is vendors alternate staffing approach hours and rates for each Labor Category
      - **Tab 3** contains Pricing assumptions for the Actual TORP
  - File 11– Actual TORP Task Volume 1 (may not exceed 6 pages) for TORP Response #2:
    - Task Volume includes Technical Approach, Capabilities, and Key Personnel for performance on THIS TORP.
  - File 12 - Attachment of Key Resource resumes (may not exceed 2 page per resource) for TORP Response #2:
    - Expected to provide resumes for only alternate staffing approach if bidding alternate approach.
  - File 13 – Actual TORP Task Volume 2 for TORP Response #2:
    - Attachment 17 for each Actual TORPs (Excel file, may not exceed 3 tabs per TORP bid).
    - Each actual TORP will have **separate Attachment 17** as follows:
      - **Tab 1** is the Attachment 17 (Editable version) with hours and rates for each Labor Category
      - **Tab 2** is vendors alternate staffing approach hours and rates for each Labor Category
      - **Tab 3** contains Pricing assumptions for the Actual TORP