

**Mendocino Council of Governments
(MCOG)
Request for Proposals for Administrative and Fiscal Staffing Services
Responses to Questions
March 18, 2024**

Question 1

Optional Tasks: Page 4 of this section states that additional tasks could be added by MCOG requiring added meetings or work beyond those listed previously in the RFP, and that those additional tasks would be negotiated based on rates included in the final contract. If additional work is requested by MCOG in the future that requires staff not identified in this current proposal, will the successful proposer have the opportunity to propose adding new staff and rates appropriate to the new tasks, not just the staff rates included for staff in this current proposal?

Response: Should MCOG seek to amend the contract to include additional tasks not contemplated in the original procurement, the successful proposer will have the opportunity to propose adding new staff and rates appropriate to the new required tasks.

Question 2

Proposal Requirements: Page 5, paragraph B, mentions required certifications. Please clarify which certifications are required to be submitted with the proposal.

Response: The proposer must certify whether it takes no exception(s) to the RFP and draft contract. If the proposer does take exception(s) to any portion of the RFP or the draft contract, the specific portion to which the exception(s) is taken must be identified and explained. (please see page 5, paragraph D.

Question 3

Are the Exhibits A through E starting on page 23 of the RFP intended to be submitted with the proposal, or just included as part of RFP Attachment C Draft Agreement for Services?

Response: The referenced exhibits are not to be submitted with the proposal. The exhibits will, when completed by the successful proposer, become part of the Agreement for Services.

Question 4

Sample Cost Estimate – RFP Attachment A (Page 13 of 35): The form asks for “cost information for the first year of the proposed contract in addition to an estimated proposal for the contract term (sum of first year detail multiplied by 5 year term).” This could be interpreted to mean that the cost is expected to remain the same for all years of the contract,

not accommodating for any changes, such as salary adjustments or inflation. May a proposer provide different costs in subsequent years of the budget, resulting in a 5 year total that would not be the first year multiplied by 5?

Response: The form, as designed, is intended to provide the Evaluation Committee with a ranking of comparative costs among proposed firms and assist in the determination of best value for services offered. It also provides a comparative basis upon which to analyze proposed first year costs for reasonableness. Merit salary adjustments for the first year should be included in the proposed costs. Totals for future years will be subject to the application of Cost-of-Living Adjustments.

Question 5

In the top two boxes on this form, should proposers list combined fringe and overhead rate in the first box and fee in the second box?

Response: Yes

Question 6

Sample Cost Estimate – RFP Attachment A (Page 13 of 35): It appears that for each position the Labor Amount and Total column will be the same, assuming that the labor amount is the number of hours times the loaded rate. Is something different wanted in the total column?

Response: No

Question 7

Sample Cost Estimate – RFP Attachment A (Page 13 of 35): Is this exact form required, or can a proposer submit the cost proposal in an alternative format as long as it provides the same information as the sample?

Response: Use of the Sample Cost Estimate form is required to provide comparability among proposer submittals.

Question 8

Please advise if there is an incumbent for this position or if this is a new requirement.

Response: The scope of work included in the RFP is not a new requirement. The work is currently performed by a consulting firm.

Question 9

What is the interview process for this position (Virtual meet/ In person)?

Response: If interviews are anticipated, short-listed proposers will be given the option to appear virtually or in person.

Question 10

Is there a specific budget for this position?

Response: The RFP is not soliciting for a position. It is requesting proposers to provide the range of services identified in the RFP.