

## Prospective Bidders’ Questions and Answers Regarding the RFP for Behavioral Insights Services

1. What is the period of performance?

**A: The period of performance for contracts awarded following this RFP will be three years, from the date of the signed contract, 2022, to December 31, 2025, with the option for two additional years beyond that.**

2. Will the webinar be recorded?

**A: Yes, the Bidders’ Conference webinar was recorded. The recording is accessible at [http://itsc.org/Pages/RFP\\_2022\\_01\\_24\\_behavioral\\_insights.aspx](http://itsc.org/Pages/RFP_2022_01_24_behavioral_insights.aspx).**

3. Can you provide the percentages [for RFP scoring] again?

Criteria	Weight
Corporate Experience	25%
Project Management Approach	20%
Sample Task Order Response	20%
Key Personnel	20%
Pricing	15%
Bonus: Minority and Women-owned Businesses	Up to 5 bonus points

4. Are you open to receiving budget proposals that are not Time & Materials based?

**A: Yes, there may be variability in the pricing of individual projects as either Time & Materials or Firm Fixed Price.**

5. Are bidders allowed to include some subcontractors and sub-awardees?

**A: Yes. We do ask that you be open and upfront about the intended use of subcontractors and/or sub-awardees in the proposal that you submit in response to the RFP.**

- 6. Will the new pricing table be provided, or should we simply omit the pricing details from the columns for Option Year Four and Five in the existing table [on p. 14 in the original RFP]?

**A: Here is the updated Pricing Table to be used to provide pricing detail (corrected version from 2/11/2022):**

Labor Category	Education & Experience	Labor Rate – Base Year (2022)	Labor Rate Year 2 (2023)	Labor Rate Year 3 (2024)	Labor Rate Year 4 (2025)

However, please note that use of the original Attachment 3, Pricing Detail, from the RFP will not disqualify a prospective bidder from consideration for an award.

7. How soon after the anticipated award will the first Task [Order] come out?

**A: We are not certain. Although several states have expressed interest in behavioral engagements, we do not have any definitive projects with states lined up at this time. As projects become available, we will let you know, but prospective contractors should anticipate some variability.**

8. We would like to highlight our work with NASWA as one of our three project summary citations. Would you like us to include you as that point of contact, or would you recommend we include someone else?

**A: We recommend that you use non-NASWA public sector projects in your project summary citation, if possible.**

9. My organization intends to respond to the subject RFP and is interested in receiving additional information on NASWA's standard contractual Terms and Conditions.

**A: Attached [on the RFP webpage] please find a copy of the general terms and conditions for NASWA/CESER contracts. (CESER is NASWA's 501(c)(3) arm, which will be used for contracts associated with this RFP). Please note that these terms and conditions are a template and may be adjusted for individual contracts, as appropriate.**

10. Is there a page limit for Sample Task (Item 3 of the Proposal Submission Elements)?

**There is no official page limit stated in the RFP for the Sample Task, but it would be most helpful if prospective vendors could keep the Sample Task response to no more than 10 pages (the more succinct the better!).**

11. Our understanding is that NASWA is open to submissions that include subcontractors and/or consultants. If we wish to include partners on our bid, are they included in the five-person limit for Key Personnel, or should we include one or more additional resumes for proposed partners?

**"Key Personnel" should include those staff who would be included and involved in the direct work on most or all of the behavioral projects. If you regard the subcontractors as meeting this criteria, we would strongly encourage you to include them among the five resumes that you submit with your proposal.**

12. Can NASWA provide clarification on the "Indirect Costs" table included on pages 10 and 11 of the RFP? We interpret this to mean other direct costs (e.g., travel, incentives for focus group participants), but we wanted to confirm.

**“Indirect Costs” in this RFP refer to what other federal contracts typically call “Other Direct Costs (ODCs).” Other Directs Costs are expenses other than the direct labor hours listed in the Labor Costs section of the table. This could include expenses such as travel, equipment, etc.**

13. What is the page limit for the response to the Sample Task Order?

**There is no official page limit stated in the RFP for the Sample Task, but it would be most helpful if prospective vendors could keep the Sample Task response to no more than 10 pages (the more succinct the better!).**

14. Page 1 of the updated Attachment 3 states *“The period of performance of contracts associated with the RFP request will be for a three-year period, from 2022 through the end of 2025, with the option for two additional years, to provide behavioral insights support.”* That range represents a 45-month period based on the projected start date. However, the pricing detail table on page 2 table requests labor rates for 2022–2024. Could the Center please clarify the contract period of performance and the information needed in the pricing detail table?

**Thank you for bringing this to our attention. We have corrected the table to include columns for Labor Rate Years that fully encompass 2022 – 2025. This updated table also has been posted to the ITSC RFP webpage.**

Labor Category	Education & Experience	Labor Rate – Base Year (2022)	Labor Rate Year 2 (2023)	Labor Rate Year 3 (2024)	Labor Rate Year 4 (2025)

15. Page 2 of the updated Attachment 3 refers to “the following labor categories” as well as labor category definitions, but the table doesn't include any information. Can the Center provide the set of labor categories and definitions or else confirm that the respondent is meant to propose its own categories and definitions?

**The respondent is meant to propose its own categories and definitions for the Labor Categories included in the left-most column in the Pricing Detail table.**

16. If additional IDIQ labor categories are needed subsequent to awarding IDIQ contracts, can contractors add new IDIQ labor categories?

**All labor categories anticipated to be needed for behavioral projects should be included in contracts awarded. However, NASWA/CESER may accommodate the addition of labor categories after the base contract(s) have been awarded, if needed.**

**For the sake of completing Attachment 3 – Pricing Detail, please feel free to add additional rows, if needed, to include all anticipated labor categories.**

17. Should we include site visit expenses — beyond time — in our task budget? E.g., flights, hotels, etc.

**Yes. These types of anticipated costs should be included in the “Indirect Costs” section of Attachment 1, Sample Task Order Response, in your proposal.**

18. Should we include trial-associated costs, such as printing, mailing, or translation services in our task budget?

**Yes. These types of anticipated costs also should be included in the “Indirect Costs” section of Attachment 1, Sample Task Order Response, in your proposal.**

19. Is there a timeline for when the offeror presentation requirements will be released for the companies that move forward in the process?

**The UI Integrity Center intends to post information about the offeror presentations on the ITSC website for this RFP before March 1. We hope this may help bidders prepare (if they so choose) for their possible selection for offeror presentations, in consideration of the narrow time between the notifying/scheduling and the presenting.**

**Once a vendor’s proposal has been received, the Center will respond with an acknowledgement of receipt. This message also will share date and time slots for possible presentation times and will ask each bidder to rank them in order of their preference. Although particular presentation times cannot be guaranteed at this point**

in the process, bidders may consider holding time on their calendars in the event of their selection for a presentation.

**Each bidder's proposal will be promptly distributed to the RFP Review Panel, comprised of several UI Integrity Center staff. Each panel member will review and score each proposal. These scores will be used to make initial selection decisions. All vendors will be informed of their selection or non-selection status no later than March 8; selected vendors also will be notified of their scheduled presentation time in this message.**

20. We anticipate that actual delivery of TOs may involve more than 5 team members; would the Center consider allowing the submission of more than 5 resumes, while still keeping the total resume portion of the RFP submission limited to 15 pages? Because the Center is requesting "staff likely to be assigned," we would like to cover the potential variety of task orders and timing outcomes with additional resumes that are representative of the pool of team members that would be assigned to the project.

**We do ask that prospective bidders limit the number of resumes to the five core staff members you anticipate as most likely to be directly involved in Task Order work awarded.**

**Prospective bidders may opt to include succinct information on additional staff team members (such as their names and brief credentials, but not full resumes) in Section 7 – Additional Information, or perhaps in their Offeror Presentation (assuming their possible selection).**

21. We understand that the entire document should be in 12pt font. Can tables, callout boxes, and images incorporate font smaller than this size (e.g., 10 pt)?

**Yes, tables can include smaller font, but font used in tables should not be smaller than 10 pt.**

22. For section 7 of the submission, are there examples of what type of content "additional information" NASWA may be expecting?

**This is an open category for anything a prospective bidder may regard as relevant for NASWA's consideration. This could include, but is not limited to, unpublished research or trials currently in progress, prior work the company may have done in which NASWA was also involved, brief information on additional staff members or subcontractors (if not included in the "Key Personnel" section), or anything else that may be related to work associated with this RFP.**