

RFP 2024-11 - Legal Services

Questions and Answers

| No. | Bidder Questions: | Covered CA – Response: |
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| 1. | The contract states that work is to be performed on-site, at Covered California offices, during the hours of 8:00 am to 5:00 p.m. Given the nature of the services to be provided, we assume the on-site requirement and the work schedule can be removed or modified. Please confirm. | The on-site requirement is not mandatory under this agreement. The company is able to perform the work remotely. |
| 2. | The contract states that the contractor may invoice Covered California only after the successful completion and acceptance of the contract deliverables. Can invoices be submitted monthly, as is customary for legal services ? | Yes, invoices can be submitted monthly as stated in Exhibit B, Section A.3. |
| 3. | Given the formatting requirements in section 1.8 (Format of Proposals) of the RFP document, are we permitted to include colored fonts in the narrative portions of the response? Also, may we include headshots in the resumes? | While default black font color is preferred, colored font will be accepted. Regarding resumes, headshot of staff may be included. |
| 4. | The RFP document (section 2.1 Project Team Minimum Qualifications) requests a conflict of interest check for the proposed team. Will one blanket statement in the Firm Qualifications suffice or do we need to include conflicts information for each proposed team member? | Yes, a blanket statement on behalf of the firm is acceptable for the proposal. All team members who are deemed as code filers of the awarded firm will need to file a Conflict of Interest Form (Form 700) after the agreement is awarded. |
| 5. | After reviewing the Exhibit A - Scope of Work document in the Model Contract zip file, we would appreciate more information on the scope of work and the specific deliverables to be produced. | If respondents have suggested edits or additional questions, we request that the firms provide redline edits or suggested revisions in Exhibit A. |
| 6. | In the RFP document, section 4.3.1 Understanding the Approach, we understand that Covered California is requesting a chronological description of the tasks we intend to perform. Given the general nature of the Scope of Work description, can we provide an equally general chronology based on assumed work assignments? | Yes, a general chronology based on assumed work would be acceptable. |

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| 7. | <p>In the RFP document, section 4.3.3.1 Resumes, should the resumes be included with the narrative response to Firm Qualifications?</p> <p>a. Is there a page limit for the resumes?</p> <p>b. Is it safe to assume we should add all resume information to form Exhibit C Attachment 1 (found in the Model Contract zip file)?</p> | <p>Please limit the resumes to one resume per proposed team member.</p> <p>There is no page limit for the resumes but there should only be one resume per proposed team member.</p> <p>Regarding where to add resumes , yes, all resume information should be added to Exhibit C, Attachment 1.</p> |
| 8. | <p>Will we be provided with a list of all questions/answers submitted by other firms?</p> | <p>Yes, all Q&A Responses will be posted to Covered CA Solicitation Webpage: https://hbex.coveredca.com/solicitations/</p> |
| 9. | <p>Can you provide more clarity on the calculation and scoring method used for pricing?</p> | <p>The scoring methodology is found in Section 5.2.1 of the Request for Proposal.</p> |
| 10. | <p>Pricing/Hourly Billing Rates: Is it your expectation that hourly billing rates must be locked for the contract period, or do we have flexibility to include annual hourly billing rate escalators in the “Exhibit B, Attachment 1” document?</p> | <p>Correct, the hourly billing rate submitted in Exhibit B, Attachment 1, is fixed for the duration of the initial contract period. However, should there be an extension of the contract beyond the initial term, rates for option years must be listed in Exhibit B, Attachment 1.</p> |
| 11. | <p>On page 19 of the General Terms and Conditions, we notice a blank by the required percentage participation of DVBEs. Other provisions seem to indicate that participation by a DVBE subcontractor is required though. Is this not the case?</p> | <p>No, there is not a DVBE requirement for this RFP. However, a vendor may choose to commit to contracting with a certified DVBE subcontractor to receive additional scoring points as outline in Section 6. If a vendor commits to using a DVBE subcontractor as part of their RFP, then section 19 of the General Terms and Conditions will list whatever percentage was committed in the proposal.</p> |
| 12. | <p>We were unable to access Covered California’s Administrative Policies and Procedures because the SharePoint hyperlink does not work. Please provide electronic copies of the relevant materials.</p> | <p>Vendor will be able to access Covered California Administrative Policies and Procedures after the vendor is onboarded.</p> |