

**RFP 2024-16: Executive Recruitment for Chief Data and Insights Officer
Questions and Answers**

No.	Bidder Questions:	Covered CA - Response:
1.	<p>RFP Section 2.3 and also addressed in Exhibit A F.2: We do not charge by the hour; we will set a flat fee to conduct this search project, and it doesn't change if we need to substitute personnel. Is this acceptable? If yes, will points be deducted under this method?</p>	<p>Proposers must provide the total costs for each of the four categories of described services or products, as well as the total cost, as set forth in Exhibit B, Attachment 1 – Cost Worksheet. Should any of these costs be dependent on the hourly rates of personnel and Contractor wishes to substitute personnel after receiving written approval from Covered California, the costs with the substituted personnel cannot exceed the costs stated in the contract.</p>
2.	<p>Exhibit A – Section E: We do not perform our services on site for any of our clients. We are happy to attend appropriate needed meetings, most of our interaction is done via video calls and emails. Is this acceptable? If yes, will points be deducted under this method?</p>	<p>Proposers will not be required to perform services on site, all work can be completed remotely.</p>
3.	<p>Exhibit B – Section A.2 It says Covered CA agrees to pay the Contractor in arrears for services listed. This implies no payments will be made until the project is completed. But it also says: The contractor shall submit an invoice supported by a brief progress report which summarizes both completed tasks and work in progress – suggesting payments will be made based on achieving certain progress goals. Please clarify and if payments are made as deliverables are provided, please provide such details on how this works.</p>	<p>Invoices may be submitted for services rendered during billing periods throughout the term of the contract, as progress is made on the key activities and deliverables described in Exhibit A – Scope of Work, but not more frequently than monthly. In addition to the other requirements set forth in Exhibit B – Budget Detail and Payment Provisions, invoices must also include a brief progress report which summarizes both the completed tasks and work in progress toward all deliverables. Covered California will verify and approve invoices as they are received.</p>
4.	<p>Exhibit C – Section OO: We were not able to open the access to the Administrative Manual to review to see if we might have any questions.</p>	<p>Vendor will be able to access Covered California Administrative Policies and Procedures after the vendor is onboarded.</p>

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5.	What is the salary range for this position? Will this be base salary only or will there be an incentive component to their compensation.	The salary range is: \$158,861-\$228,331 per annum. However, the department will determine the salary based on the selected candidate's qualifications and experience. P
6.	Could Covered California please clarify if firms are allowed to provide a percentage of the consultant's annual salary as pricing under section "Professional fees for this search assignment data management, data quality management, artificial intelligence (both machine learning and process automation), and advanced analytics Specific Advertising & Posting for four (4) weeks (in addition to typical Covered California posting & advertising of senior management positions)" in the cost worksheet?	Professional fees would be a flat rate of the total cost for the duties performed as listed.
7.	Could Covered California please clarify if firms are allowed to provide a percentage as pricing under section "Fixed overhead expenses - administrative support, employment verifications, database access, communications and research services"?	Fixed overhead expenses would be a flat rate of the total cost for sample expenses as listed.
8.	Could Covered California please clarify if firms are allowed to provide a percentage as pricing under section "Out-of-pocket expenses; courier services; advertising; education certification; licensure verification; media checks; outside printing; and other external expenses directly related to the search" in the cost worksheet?	Out-of-pocket expenses would be a flat rate of the total cost for sample expenses as listed.

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9.	<p>Could Covered California kindly elaborate on what they mean by "Selection assessments and early onboarding services"? What are firms required to provide in this section of the cost worksheet?</p>	<p>The selection assessment is provided as a line item on the cost worksheet should any anticipated expenses be estimated for key activities and deliverables, such as:</p> <ul style="list-style-type: none"> • Advise on terms, salary, benefits, and relocation. • Debrief candidate participants once the new hire is announced. • Transition and onboarding planning/support.
10.	<p>Could Covered California kindly clarify if the contract amount of \$150,000.00 highlighted in section 1.5 Contract Amount covers services provided by the vendor only or service provided by the vendor plus annual salary of the qualified Chief Data and Insights Officer?</p>	<p>Amount covers services provided by the vendor only.</p>
11.	<p>Under section 1.9 Format of Proposals, section 2. Narrative Format, it is stated: "Place the Proposer organization's name in a header or footer on every page. If the Proposer's name is not already entered elsewhere on a completed certification or form, add it to a header, footer, or signature block." Could Covered California please confirm if firms are allowed to provide their logotype in order to fulfill this requirement?</p>	<p>Yes, vendors can provide their logotype in order to fulfill this requirement.</p>
12.	<p>Under section 2. PROJECT TEAM, it is stated: "Proposers must demonstrate that the project team members who will be assigned to the project possess the experience, education, knowledge, and skills required to perform the work described in this RFP." Could Covered California kindly confirm that providing responses to section 4.3.3 Project Team Qualifications in the narrative proposal is enough to demonstrate that the project team members are qualified to provide services? If not, where should firms address this requirement?</p>	<p>Yes, Proposers must demonstrate that the project team members who will be assigned to the project possess the experience, education, knowledge, and skills required to perform the work described in this RFP. Responses provided in section 4.3.3 is sufficient to demonstrate the project team members are qualified to provide services.</p>

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13.	Could Covered California please clarify if firms are allowed to meet any of the minimum requirements under section 2.1 Project Team Minimum Qualifications through a subcontractor?	No, if a vendor without subcontractors cannot meet all the requirements in section 2.1, then they would not meet the necessary minimum requirements to be awarded the contract.
14.	Could Covered California please confirm if firms not meeting any of the minimum requirements under section 2.1 Project Team Minimum Qualifications will be considered non-responsive?	Yes, if a vendor cannot meet all the requirements in section 2.1, then they have not met the necessary minimum requirements to be awarded the contract.
15.	Could Covered California please confirm if firms not meeting any of the minimum requirements under section 2.1 Project Team Minimum Qualifications will be negatively affected in the evaluation?	Yes, if a vendor cannot meet all the requirements in section 2.1, then they have not met the necessary minimum requirements to be awarded the contract.
16.	Under section 2.1 Project Team Minimum Qualifications, it is stated: "4. Has a good reputation and strong network within the data management, data quality management, artificial intelligence (AI), and advanced analytics filed and success in executive recruitments." Could Covered California kindly clarify if firms are required to address this section? If so, where should responses of this section be attached?	Yes, responses to the project team minimum qualifications should be addressed in section 4.3.3 Project Team Qualifications.
17.	In the event proposers do not desire to provide suggested changes to the model contract, how should firms fill out section 4.2.3 Updated Model Contract with Exhibits?	Yes, vendors should submit all of the model contract documents even if they have no edits.
18.	Are firms required to provide a response to section 4.2.3 Updated Model Contract with Exhibits in order to be responsive?	Yes, vendors should submit all of the model contract documents even if they have no edits.
19.	Could Covered California please clarify if firms are allowed to meet any of the requirements under section 4.3 Technical Requirements through a subcontractor?	No, if a vendor cannot meet all the requirements in section 4.3 without a subcontractor, then they have not met the necessary minimum requirements to be awarded the contract.

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20.	<p>Could Covered California please clarify if firms are required to provide a response of the following numbered section under 4.3.2 Corporate Qualifications Summary: "1. Covered California seeks a Proposer with significant corporate capacity to respond to Covered California's needs for the duration of the contract, to support a high degree of qualified staff continuity, and to maintain a consistently high level of individual team member performance."? Or could Covered California please confirm if this section is informative?</p>	<p>Yes, vendors must submit a response to section 4.3.2 Corporate Qualifications Summary. Proposers must narratively describe their overall capability and available resources and provide specific examples, as these factors relate to the general requirements set forth in Model Contract Exhibit A – Scope of Work, including the following: a. Ability to manage the project and the risks involved; b. Ability to complete projects on time and within budget; c. Ability to provide quality deliverables; and d. Evidence of experience performing the services outlined in the SOW, including the total number of years the Proposer has been providing these services. (No more than three (3) pages.)</p>
21.	<p>Under section 4.3.2 Corporate Qualifications Summary, point 2, it is stated: "Proposers must narratively describe their overall capability and available resources and provide specific examples, as these factors relate to the general requirements set forth in Model Contract Exhibit A..." Could Covered California please confirm if by "available resources" they refer to the project team or a pool of available candidates?</p>	<p>Available resources would refer to the firm and project team as it relates to the general requirements set forth in Model Contract Exhibit A – Scope of Work, including the following: a. Ability to manage the project and the risks involved; b. Ability to complete projects on time and within budget; c. Ability to provide quality deliverables; and d. Evidence of experience performing the services outlined in the SOW, including the total number of years the Proposer has been providing these services. (No more than three (3) pages.)</p>
22.	<p>Under section 4.3.3 Project Team Qualifications, section 4.3.3.1 requests resumes. However, proposers have a 3 page limit under this section. Could Covered California please clarify if resumes count toward the 3 page limit for this section?</p>	<p>No, the resumes are not counted as part of the three (3) page limit.</p>
23.	<p>Could Covered California please clarify if the resumes requested have a page limit?</p>	<p>There is no page limitation for the resumes.</p>

No.	Bidder Questions:	Covered CA - Response:
24.	<p>Under section 4.3 Technical Requirements, section 4.3.1 Understanding and Approach, it is stated: "...Proposers should discuss their strategy for providing the services outlined in the SOW within the time period allocated and provide a table showing hours per week by person for the entire contract term." Could Covered California kindly clarify if firms are required to provide this timeline along with the proposal submission or post-award as stated in Exhibit A, section D. General Scope or Tasks, point 9: "At the outset of the engagement, within five (5) business days, Contractor will develop a timeline and work plan according to search committee needs and preferences"?</p>	<p>Proposers must provide a Work Plan that outlines their understanding of the SOW and describes the tasks they intend to perform in chronological order. After contract award at the outset of engagement this timeline and work plan would be updated with specific dates in accordance with the search committee needs and preferences.</p>
25.	<p>Under section 4.3 Technical Requirements, section 4.3.1 Understanding and Approach, it is stated: "...Proposers should discuss their strategy for providing the services outlined in the SOW within the time period allocated and provide a table showing hours per week by person for the entire contract term." Could Covered California kindly clarify if by "hours per week by person" they are referring to the project team (key personnel in charge of managing the account)?</p>	<p>Yes, this is in reference to the project team key personnel.</p>
26.	<p>In the event firms are required to provide a timeline under section 4.3 Technical Requirements, section 4.3.1 Understanding and Approach, could Covered California please clarify if firms are required to followed the timeline stated in Exhibit A, section D. General Scope or Tasks, point 10?</p>	<p>Proposers must provide a Work Plan that outlines their understanding of the SOW and describes the tasks they intend to perform in chronological order. The timeline for the phases and key activities and deliverables could be refined upon outset of engagement.</p>

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27.	Under section 4.3.4 Past Projects Completed, it is stated: "Proposers must narratively describe up to five (5) projects they have completed in the past two (2) years that relate to the tasks listed in Model Contract Exhibit A – Scope of Work." Could Covered California please clarify if these projects will be used as references? If so, are commercial references allowed?	By submitting a proposal, the Proposer authorizes Covered California to do the following: a. Verify any and all claims made by the Proposer, including, but not limited to, verification of prior experience and possession of all other required qualifications; and b. Check any and all references identified by the Proposer, or any other resource known or identified by Covered California, to confirm the Proposer's business integrity and history of providing effective, efficient, competent, and timely goods and/or services.
28.	Are references from a subcontractor allowed?	No.
29.	Will local firms be given preference?	No.
30.	Could Covered California please clarify if an MBE certification issued by the NMSDC counts for receiving the preference/incentive points?	The MBE firm must be certified by the Department of General Services (DGS). If they are certified by another agency, along with the DGS certification, then that qualification would be accepted as well.
31.	Are firms required to acknowledge the addenda with their proposal submission? If so, where should it be attached?	No, firms are not required to acknowledge the addenda as long as all the required documents are provided.
32.	Are there vendors currently performing the services required in this solicitation? If yes, could Covered California please provide the incumbent information?	No, there are no vendors currently performing these services.

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33.	What has been the contract spend over the past three years?	This solicitation is new and no costs have been incurred.
34.	Could Covered California please confirm that this solicitation is for recruitment (head-hunting) services solely for one position?	Yes, this solicitation is for the recruitment of one (1) position.
35.	Are firms required to provide the resumes in Exhibit C instead of section 4.3.3.1 Resumes of the narrative proposal?	Covered California does not have a preference as to where this document is placed in the response, as long as it is provided.
36.	In Attachment 1 - Proposal Cover Page, point 13 asks for the cost proposal, as well as in Exhibit 1 Attachment 1 Cost Worksheet. Could Covered California where are firms required to provide their cost proposal?	Covered California does not have a preference as to where this document is placed in the response, as long as it is provided.
37.	In which section are firms required to attach ATTACHMENT 6 – PROPOSAL CHECKLIST in their response?	Covered California does not have a preference as to where this document is placed in the response, as long as it is provided.
38.	Is there any incumbent to this solicitation? If yes, could Covered California please provide the information?	No, there is not an incumbent to this solicitation.
39.	Could the Covered California please clarify if firms can utilize subcontractors to meet the requirements of this opportunity?	No, if a vendor without subcontractors cannot meet all the requirements, then they would not meet the necessary requirements to be awarded the contract.
40.	Do vendors have to provide references within our response? If yes, how many?	No, Covered California is not requesting references as part of the required proposal documents.
41.	Could Covered County please clarify if subcontractor references are allowed to be used for the services provided?	No.

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42.	Are commercial references allowed?	Yes.
43.	Are references from ongoing contracts accepted?	Yes.
44.	How many departments will benefit from the MSA? Could you please share the list of those departments?	This RFP is not part of an MSA. The vendor would just be servicing Covered California.
45.	Is the License to do Business in State of California required with the proposal response? if yes, where should it be added in the response?	No, vendors do not need to submit their license to do business in the State of California.
46.	Is it required to provide the Good Standing Certificate alongside the proposal response? if yes, where should it be added in the response?	No, vendors do not need to provide a Good Standing Certificate alongside the proposal response.
47.	Does Covered California accept remote resources to work on this engagement?	Yes, vendor will work remotely for all work performed under this solicitation.
48.	Does Covered California accept offshore resources to work on this engagement?	Offshore resources are acceptable as long as the vendor meets all qualifications.
49.	Does Covered California prefer on-site resources to execute this engagement?	No on-site work will be required, all work may be performed remotely.
50.	Could Covered California please confirm if the required forms count towards the page limit?	No, the required forms do not count towards the page limits.
51.	How should vendors include any changes or exceptions to the Model Contract within the response?	Any proposed changes/exceptions should be submitted as track changes in the model contract documents.

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52.	Could Covered California confirm how many documents are to be submitted?	Proposer should provide all required documents listed in Section 4 of the RFP, all required attachments listed in Section 7.1 of the RFP, and all the model contract documents (with any requested changes in track changes).
53.	Could Covered California please confirm whether changes or exceptions to the Model Contract exhibits should be included within the document response, or if they should be provided separately on another document?	Any proposed changes/exceptions should be submitted as track changes in the model contract documents. Covered California does not have a preference as to whether or not the documents are submitted in one file or separately.
54.	In section 6. Corporation in Good Standing, could Covered County please confirm what information is to be submitted?	No information needs to be submitted to confirm that a vendor is in good standing as this is something Covered California checks internally.
55.	Could Covered California please confirm if firms should submit organization's bylaws or Articles of Incorporation?	No, Covered California does not need proposers to submit copies of the organization's bylaws or Articles of Incorporation.
56.	Can the 5% Small Business Preference and Disabled Veteran Business Enterprise Incentive be met through subcontractors?	Yes.
57.	Is experience with public sector organization mandatory for this solicitation?	No, experience with public sector organizations is not a mandatory requirement, but a desirable one.
58.	How should vendors demonstrate experience with a public sector organization within the response and where should it be added?	Vendors should demonstrate their experience under section 4.3.4 Past Projects.
59.	In Section 3.1 Background, could the County please clarify if vendors are to provide the information provided in this section?	Section 3.1 Background is providing information on Covered California's background and is meant for information purposes only.

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60.	Could Covered California confirm if all the Required Proposal Submission Content should be submitted within the same document or separately?	Covered California does not have a preference as to whether or not the documents are submitted in one file or separately.
61.	Could covered County please confirm if California Small Business and Disabled Veteran Business Enterprise with the California Department of General Services are mandatory?	No, there are not mandatory SB/DVBE requirements in this contract.
62.	Could Covered California please confirm is vendors have to include the section "4.2.4 Generative Artificial Intelligence (GenAI)" within the response?	No, vendors need to complete Attachment 7 and return it as part of the proposal.
63.	Could Covered California please clarify if vendors have to include within the response the form PAYEE DATA RECORD SUPPLEMENT?	The Payee Data Record Supplement (STD 205) is not a required form. Vendor only needs to submit this form if the remittance address information is different than the mailing address on the STD 204 – Payee Data Record.
64.	Could Covered California please confirm if vendors do not meet this form "DISABLED VETERAN BUSINESS ENTERPRISE DECLARATIONS" have to include it within the response?	No, Attachment 8 does not need to be submitted if vendor is not claiming DVBE incentive/preference points.
65.	If a vendor exhausts their assigned budget, can the purchase order (PO) be extended with additional funds?	No. However, Covered California, Covered California may, at its sole discretion, extend the term of the Agreement for one (1) year. The total number of contract years shall not exceed two (2) years. Additional funding for any time extension will be at the same rates provided in Contractor's proposal.
66.	In Section A of Attachment 5, as a California MBE firm certified by NMSDC, are we eligible to include our information in that section?	The MBE firm must be certified by the Department of General Services (DGS). If they are also certified by another agency along with the DGS certification, then that qualification would be accepted as well.

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67.	In Attachment 5, could Covered California please confirm if bidders are required to attach their certifications along with Attachment 5?	No; however, the certifications must be up to date.
68.	Could Covered California please clarify where should attachment 5 be signed?	Attachment 5 should be signed at the bottom of the form.
69.	In case vendor want to subcontract a DVBE, could Covered California please confirm if attachment 8 is to be submitted within the response?	Yes, the Contractor should complete Attachment 8 if they want to claim DVBE incentive/preference points.
70.	In case vendor will not claim the DVBE incentive preference, should attachment 8 be included in the response document?	Attachment 8 should only be included if the DVBE incentive preference is being requested.
71.	Could Covered California confirm whether all attachments and exhibits should be submitted separately or if they should be included within a single document?	Covered California does not have a preference as to whether or not the documents are submitted in one file or separately.
72.	Could Covered California please confirm that Exhibit A, with the suggested changes, should be submitted as a separate document from the response?	Covered California does not have a preference as to whether or not the documents are submitted in one file or separately.
73.	Could Covered California please confirm if in attachment I, the cost proposal is to be submitted? if yes, where should it be added in the response?	Exhibit B, Attachment 1 should be submitted as the cost proposal for the RFP.
74.	Could Covered California please confirm where should the Exhibits and Attachments be added in the response document?	There is no required order for how to include the exhibits and the attachments.

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75.	Could Covered California please confirm if EXHIBIT B, Attachment 1 is to be submitted? if yes, where should it be added?	Yes, Exhibit B, Attachment 1 should be submitted as the cost proposal for the RFP.
76.	In case vendors have no suggested changes for section 4.2.3 Updated Model Contract with Exhibits, should that section be submitted?	Yes, the vendor should still submit all of the model contract documents.
77.	In case vendors have no suggested changes for exhibit B and Exhibit B, Attachment 1, should that exhibit still be submitted within the response?	Yes, the vendor should still submit all of the model contract documents. Additionally, Exhibit B, Attachment 1 should include the bidders cost proposal information.
78.	In case vendors have no suggested changes for exhibit A, should that exhibit still be submitted within the response?	Yes, the vendor should still submit all of the model contract documents.
79.	In case vendors have no suggested changes for exhibit C, should that exhibit still be submitted within the response?	Yes, the vendor should still submit all of the model contract documents.
80.	Could Covered California please confirm which sections of the response are subject to the 3-page limit count?	The three (3)-limit page limit is referring to sections 4.3.1, 4.3.2, 4.3.3, 4.3.4, and 4.3.5.
81.	Could Covered California please clarify how should vendor evidence their experience performing the services outlined in the SOW?	Under section 4.3.1 Understanding and Approach, proposers must provide a narrative description of their understanding of the project's goals, emphasizing their understanding of the objectives and the major activities that must be performed to complete the work. Proposers should discuss their strategy for providing the services outlined in the SOW within the time period allocated and provide a table showing hours per week by person for the entire contract term.

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82.	In Section 3.4, 'Past Projects Completed,' it is stated to 'describe up to five (5) projects.' Could Covered California please confirm if the minimum number is five or the maximum?	The maximum is five (5).
83.	Could Covered California please confirm how should the cost proposal?	The cost proposal, Exhibit B – Attachment 1, should be completed and submitted as part of the model Contract.
84.	Is past experience with Covered California required?	No.
85.	Could Covered California please clarify how will the preference be evaluated according to the evaluation criteria?	Per section 6.1 of the RFP, “After Covered California has evaluated and scored each responsive proposal, Proposers who are eligible for a preference and/or incentive program will receive additional points.”
86.	Could Covered California please confirm of Standard Agreement (STD. 213) is to be included within the response? if yes, where should it be added?	Yes, please include STD 213 as part of the model contract agreement submission.
87.	In section B, attachment 5, could Covered California please clarify what should vendor include there since this solicitation is not for products?	If this question is referring to Attachment 5, the Bidder Declaration Form (GSPD-05-105), then this is required for the proposer to complete if any subcontractors will be used. This form is not specific to services/goods, but rather for understanding if any subcontractors will be used and if there are any special certifications of those subcontractors.
88.	Is there any template for the cost proposal? and where should it be added?	The template for the cost proposal can be found in Exhibit B, Attachment 1.
89.	Could the Covered California please clarify if the red letters in red in the exhibits need to be changed?	The red letters are informational/temporary text that will be updated when the contract has been awarded. The text does not need to be changed.

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90.	If the resources we provide at the time of proposal submission are not available at the time of a potential contract award could vendors replace them with equally qualified resources?	If the proposed resources that were provided and evaluated as part of the proposal, then any substitutions would require vendors to provide Covered California with written explanation providing justification that the replacement is equally as qualified and would require Covered California approval prior to acceptance.
91.	Could Covered California please confirm the anticipated number of requirements per year?	Covered California is looking for a vendor who can assist in its recruitment for one Chief Data and Insights Officer position
92.	Could the Covered California kindly clarify the exact number of attached files needed for the response?	Proposer should provide all required documents listed in Section 4 of the RFP, all required attachments listed in Section 7.1 of the RFP, and all of the model contract documents (with any requested changes in track changes).