

Frequently Asked Questions

General

1. Are we allowed to submit attachments with examples of past work that supports the narrative? If so, is there a page limit?

ANSWER: The total submission must meet the total page limits.

2. Is ITRC on a routine schedule for issuing some/many of the RFPs? For example, are they issued every X number of years?

ANSWER: All of our general support contracts are for 3 year and RFPs are issued a few months prior to the expiration. The team PA contracts are for the length of the team – normally 2-3 years each.

3. Are the incumbent consultants for some/many of the projects subject to the RFPs not returning for the upcoming contract periods?

ANSWER: All incumbents are eligible to reapply – the process is the same for everyone and we are not aware who is applying or who is not applying.

4. Are there general budget guidelines for the projects?

ANSWER: The budget guidelines are in each RFP. Some of our RFPs are fixed price and we provide an estimate of the number of hours we believe it could take to do the work and some of the contracts are time and materials and we are asking for the hourly loaded rates for the individuals being bid to do the work.

Website Redesign and Maintenance

1. The resume page length instructions state “no more than 2 pages per Key Person” but also request resumes for “other proposed personnel assigned to major tasks.” Are these other proposed personnel subject to the same page length limits for their resumes?

ANSWER: Correct, no resume should be more than 2 pages.

2. The RFP states under Task 2 “Maintain and host server (server and software provided by ITRC)” and “Manage all aspects of physical security related to hosting the ITRC servers and website.” Please clarify the location of the server. Is it located at ITRC facilities or will it be determined based on the proposer’s recommendation and ITRC's approval?

ANSWER: It is located on the premises of the current contractor. The new location will be based on the selected contractor's proposal.

3. May the proposer procure subcontractors for specialized services related to the current website configuration under Task 2?

ANSWER: Yes, the proposer may procure subcontractors.