

Philadelphia Gas Commission Responses dated July 20, 2009 to Questions from Potential Applicants for Budget Review Consultant RFP Posted on July 13, 2009

- Q1. Is there a pre-determined amount set for this position?
- A1. No. But based on prior experience, our budget projects a not-to-exceed amount for this engagement in the \$100,000 range.
- Q2. I realize a single applicant will be selected, but can I team up with another individual/company who can provide complementary skills that I lack, as long we don't exceed the not-to-exceed amount?
- A2. The use of subcontractors is not precluded by the RFP, but we intend to enter into only one Provider Agreement with one individual/entity.
- Q3. Can I submit insurance and other pertinent information at a later stage?
- A3. We are not sure what "other pertinent information" is being referred to, so cannot address this question. Regarding insurance, yes. But the City does not permit any services to be provided prior to the Provider's delivering the required evidence of insurance coverages to the City's Risk Management Division. See Section IV.G.3. of RFP.
- Q4. Is there a rating scale for the selection criteria where some factors are given more importance over others?
- A4. No. The evaluation/selection criteria are as stated in Section III.B. of RFP.
- Q5. It is noted in the RFP all written responses will be posted on the eContract Philly and Gas Commission websites with the original Contracting Opportunity details notice. Can you provide that web address?
- A5. [Http://www.phila.gov/rfp](http://www.phila.gov/rfp); [Http://www.phlgc.net](http://www.phlgc.net).
- Q6. I have a business license in DE. Is any specific documentation required for doing business with the City of Philadelphia?
- A6. There are various requirements for doing business with the City, including having a valid, current Business Privilege License. See Section IV.G. of RFP and Appendices attached to RFP.
- Q7. The RFP mentions capital budget and information technology services/expertise. Does it also seek engineering services?
- A7. The RFP references the primary areas of expertise and experience considered relevant to the engagement. An applicant who possesses an engineering background and proposes to provide such services should address how that would be responsive to the Contracting Opportunity described in Sections I.C., I.D., and II. of RFP.

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- Q8. Is it correct to assume that the cost proposal should contain only a list of hourly rates, as there is not enough information at this time to develop a detailed work plan or budget?
- A8. Respondents should provide their hourly rates, together with the projected percentage participation by the personnel who are at the various hourly rate levels. Based on prior experience, our budget projects a not-to-exceed amount for this engagement in the \$100,000 range
- Q9. Is it correct to assume that one need not include the Solicitation for Participation and Commitment Form if the primary bidder is the WBE?
- A9. As stated in Section IV.G.1 of the RFP, submission of the Solicitation for Participation & Commitment Form is optional and Proposers who are already certified MBE/WBE vendors by the City of Philadelphia's Office of Economic Opportunity (OEO) should indicate that in their proposal. Other Proposers should indicate how they would address the City's policy encouraging submissions by minority/women-owned businesses and its non-discrimination requirements (see Section IV.G.1 of RFP).