

## Financial Consultant RFP Questions and Answers:

1. Paragraph I-14 on page 29 of the RFP “Economy of presentation” requests that “the proposals shall not exceed 25 pages in length with double spaced sentence structure. The proposal length limitation shall include attachments, exhibits and appendices”. Does this limitation apply to just the Technical Submittal, or does it include the SDB Submittal and Cost Submittal? Please note that the SDB Submittal and the Cost Submittal may run up to 10 pages together. Also, 3 years audited financial statements required (Para II-7; Financial Capability) as an attachment may total another 15 pages.

The 25 page limitation is for the Technical Submittal only.

2. Also regarding Paragraph I-14, we believe that approximately 25 pages using “Single Space” rather than “Double Space” sentence structure would be more appropriate in order to provide satisfactory complete responses to all 8 required sections of the Technical Submittal. Would you please amend this section to provide for “Single Space” sentence structure?

Single space will be accepted.

3. On Appendix B – Cost Submittal form, the time proposed for professional staff under the Annual Report Reviews is listed at .50 hours. This seems slightly light for that effort. Could you please consider increasing the proposed allowance for Professional Staff time to 1.00 hours for Annual Report Reviews?

The Cost Submittal will be revised to 1 hour for Professional Staff for Annual Report Reviews.

4. Also regarding Appendix B – Cost Submittal form, the time proposed for Clerical Staff under Special Assignments is 27.50 hours. This seems inconsistent and rather high compared to the Clerical time proposed for the other various reviews. Is that time estimate for Clerical effort a typographical error, and should it be amended?

That is a typo. It should be 2.75 hr. It will be corrected.

5. Also in connection with Appendix B – Cost Submittal, would it be appropriate to add a row under the last 4 columns in each section that subtotals the total estimated cost per review or request, which then would be multiplied by the estimated number of reviews per year (250 applications, 2,250 annual report reviews, 100 loan amendment reviews etc.) to arrive at the total estimated cost per year? I believe this is consistent with the information you are looking for in this section.

The Cost Submittal will be revised to have a field to indicate a Cost per “application, amendment, etc”.

6. Since “Special Assignments” are by definition undetermined and irregular in terms of scope, timing, and effort required, will the ultimate terms of the contract provide both PENNVEST and the contractor flexibility in acceptance, timing, completing and billing limits for “Special Assignments”? Perhaps even providing for both PENNVEST and Contractor acceptance in writing of such scope and billing limits, prior to initiation of any “Special Assignment” would be appropriate?

The Cost Submittal is to provide a price and general ball park total for the Special Assignment section. Given the nature of this section, it would be reasonable to some flexibility agreed to in writing for anything of an extraordinary nature.