

GLENN COUNTY

Request for Proposal for Technical Consulting Services



Proposals must be received no later than 5:00 P.M. on August 24, 2021

County of Glenn

County Administrative Office

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**GLENN COUNTY
REQUEST FOR PROPOSAL
FOR TECHNICAL CONSULTING SERVICES**

Responses to Vendor Questions:

Is there any budget allocated for this contract? If yes, can you please let us know the same?

The recommended budget for the Fiscal Year 2021-22 is posted on the Glenn County website under the June 15, 2021 Board of Supervisors [Minutes](#) and Agendas.

Please specify the total budget allocated for this contract?

The recommended budget for the Fiscal Year 2021-22 is posted on the Glenn County website under the June 15, 2021 Board of Supervisors [Minutes](#) and Agendas.

Is Subcontracting allowed for this opportunity, if so, are there any specific participation goals to be met?

Please review Section 8. Subcontracting and Assignment included in Attachment B. of the Request for Proposals (RFP) Independent Contract Agreement.

Is there an incumbent on the contract?

The incumbent contract award is posted on the Glenn County website under the August 15, 2017 Board of Supervisors [Minutes](#) and Agendas.

If yes, could you please let us know the incumbent name and spending done on contract so far?

See incumbent contract award (noted above) for the name. Glenn County spent \$1,858,776.95 on this contract agreement from 09/01/2017 to 08/11/2021.

Who is the incumbent and are they eligible for applying for this RFP.

The original contract award is posted on the Glenn County website under the August 15, 2017 Board of Supervisors [Minutes](#) and Agendas. Yes, the incumbent is eligible to respond to this RFP.

Please provide last year spent on this contract.

Glenn County spent \$1,858,776.95 on this contract agreement from 09/01/2017 to 08/11/2021.

Is there an incumbent on the contract?

Yes, the incumbent contract award is posted on the Glenn County website under the August 15, 2017 Board of Supervisors [Minutes](#) and Agendas.

If yes, could you please share any estimate based on the historic data about the total number of personnel proposed or working currently along with the hourly rate and spending done on contract.

The number of personnel is outlined in the incumbent contract award (noted above). Glenn County spent \$1,858,776.95 on this contract agreement from 09/01/2017 to 08/11/2021.

If the incumbent exists could you please provide the historically staffed personnel positions titles and count currently working on contract?

The number of personnel is outlined in the incumbent contract award (noted above). The original contract award is posted on the Glenn County website under the August 15, 2017 Board of Supervisors [Minutes](#) and Agendas.

RFP Title: Glenn County Technical Consulting Services

What is the total number of resources who are currently working on this project?

The number of contract personnel resources is outlined in the incumbent contract award (noted above). The County has three full-time staff positions committed to this project.

Please let us know their position name and hourly rate?

Information Systems Analyst III, Information Systems Analyst II, and Program Manager. Schedule of Personnel Classes and Salary Ranges is posted on the Glenn County website under [Personnel Resources](#).

Is it entirely onsite work or can be done remotely to some extent / Does the services need to be delivered onsite or is there a possibility for remote operations and performance?

See section 3. Project Scope of the Request for Proposals (RFP) for expected onsite requirements.

Does the services need to be delivered onsite or is there a possibility for remote operations and performance?

See section 3. Project Scope of the Request for Proposals (RFP) for expected onsite requirements.

The website (<https://www.countyofglenn.net/govt/bids>) mentions the proposal submission date as 24th Aug and the same date is also mentioned on page 1 of the attached RFP document, whereas the table under Proposal Timeline on page 8 specify the submission date as 20th Aug. Which one is the correct date?

Addendum #1 was issued on Friday, August 6, 2021, to modify the dates listed in section 6. Proposal Timeline.

On page 5 of the attached RFP document, the Question submission date is mentioned as 10th Aug 2021, whereas in the table on page 8 the Question Submission date is mentioned as Aug 6th. Which one should be considered?

Addendum #1 was issued on Friday, August 6, 2021, to modify the dates listed in section 6. Proposal Timeline.

No Attachment E is part of the RFP document. Can you please provide Attachment E, F and G as mentioned on page 5.

The Attachments listed in section 5. Proposal Process are to be provided by the Vendor submitting a response to this RFP. They will not be attached in the RFP as they will be unique to each Vendor. There is no specific format required for these documents.

Please provide documents for the below mentioned Attachments:

- a. Attachment 1
- b. Attachment B: Executive Summary and Addendum
- c. Attachment D: Vendor Application Form
- d. Attachment E: Cost Proposal Summary
- e. Attachment F: Other Information, if necessary
- f. Attachment G: IRS Form W-9 Request for Taxpayer Identification Number and Certification

The Attachments listed in section 5. Proposal Process are to be provided by the Vendor submitting a response to this RFP. They will not be attached in the RFP as they will be unique to each Vendor. There is no specific format required for these documents

How many vendors are expected to be awarded for this contract?

One.

What are the holidays that The County of Glenn (County) observes?

See our Glenn County website for the most current [Holiday Schedule](#).

Do we need to incorporate wet Signatures in various Attachments mentioned in the RFP?

We accept secure and verifiable electronic signatures, such as DocuSign, Adobe, etc.

RFP Title: Glenn County Technical Consulting Services

Please provide the Job Descriptions for the Project Lead and two subordinates positions mentioned in the RFP. The Project Lead and two "subordinates" mentioned in the Request for Proposals (RFP) under section 3. Project Scope are considered roles, not positions. We would expect the Vendor responding to this RFP to describe, in detail, their roles.

Will the County allow replacement of the proposed Staff?

The Project Lead and two "subordinates" mentioned in the Request for Proposals (RFP) under section 3. Project Scope are considered roles, not positions. We would expect the Vendor responding to this RFP to describe, in detail, their roles.

Please clarify if the below preceding experience "Familiarity with state, federal, and local procedures" is for the proposed candidates or for the vendors?

Please review Section 19. Compliance With Law included in Attachment B. of the Request for Proposals (RFP) Independent Contract Agreement. As local government, we are held to certain state, federal, state, and local statutes, ordinances, regulations, rules, and orders, including but not limited to those concerning equal opportunity and non-discrimination, Health Insurance Portability and Accountability Act (HIPAA), the [California Public Records Act](#), etc.

Before our response proposal is made public, will there be an opportunity to redact certain sections that may be proprietary information?

All information submitted to Glenn County is subject to the [California Public Records Act](#).

What is the estimated growth or change in staff count over the life of the contract?

- Number of full-time staff who leverage technology to perform their job function
[See below](#)
- Number of part-time staff (1/2 or less) who leverage technology to perform their job function
The Position Allocation List is posted on the Glenn County website under the June 15, 2021 Board of Supervisors [Minutes](#) and Agendas. This listing notes both full and part-time positions. Additionally, vacant positions are advertised and posted on the Glenn County website under [Job Opportunities](#).
- Number of email-only users
The County's primary users are not email-only users.