

Responses to questions on RFP 23-440-Z000-00047 Global Budgeting Study

1. Appendix F includes conflicting deadlines (dates are 10/17 and 10/28; no time of day specified) for the Organizational Reference Questionnaire. Please confirm the date/time the questionnaires are due. **Page 47 contains an error. The correct date for submitting this questionnaire is October 28th.**
2. As a for-profit consulting company, we typically provide market-based all-inclusive hourly billing rates by labor category (for example, Principal - \$xxx/hour, Senior Consultant - \$xxx/hour, Consultant - \$xxx/hour, Research Assistant - \$xxx/hour). In fact, we currently work with the state and OSI using all-inclusive labor category billing rates. Our billing rates include all in-house personnel costs, taxes, indirect costs, G&A, overhead, etc. and the only additional charges to clients are project-specific other direct costs such as travel, subcontractors, etc. We do not break down our hourly billing rates to specify direct/indirect/expenses/taxes or other fees, which is more typical in the not-for-profit and educational arenas. Please confirm whether labor category billing rates may be used instead of the direct, indirect, expenses, and taxes breakdown categories currently requested in the RFP. **This is allowable. Please note that this is subject to an overall cap on compensation and expenses. Labor rates can be used in the cost proposal.**
3. Appendix A indicates the RFP includes an Appendix H, but it is not included in the RFP. Please provide Appendix H, or alternatively please confirm there is no Appendix H. **Page 29 should reflect only up to Appendix G.**
4. Please provide the estimated budget or budget range/limit for this project. **Applicants should propose a budget that is sufficient to cover the cost of the project.**
5. Is there a specific form required to present the cost proposal (per Appendix D)? If so, please provide. **There is no specific form, but it should be in a separate binder. Please refer to Page 20 of the RFP.**
6. Please confirm whether proposals should include bios/resumes for staff members who would work on this project. If not, how will staffing be considered in the evaluation? **Staff bios and resumes are strongly encouraged but not required.**
7. *"Please indicate if there is a page limit for the overall proposal or any of the specifications subsections."* **There is not a page limit for the overall proposal or any of the specifications of subsections, but brevity is encouraged.**
8. *"RFP page 24 includes the breakdown of evaluation points for IV. Specifications, B. Technical Specifications, B.1 – B.6. Please indicate the number of evaluation points for responses to IV. Specifications, A. Detailed Scope of Work."* **There are no points assigned to the Detailed Scope of Work in IV. Specifications, A. Section B contains elements of the Scope of Work that will be evaluated based on the point range assigned to each category.**