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2023-RFP-101

California Arrearage Payment Program (CAPP)

Bidder's Conference Questions and Responses

The Department of Community Services and Development (CSD) provides the following formal responses to questions by prospective applicants for the Request for Proposal - California Arrearage Payment Program (CAPP) (2023-RFP-101) submitted during the Bidder's Conference held on September 20, 2023, or by the September 27, 2023, submission deadline.

Question 1: Is it acceptable that the subcontractor, who is licensed, is located in CA instead of the prime's office location?

CSD Response: No, subcontractors are not allowed under this Request for Proposal (RFP). According to RFP Section 4.1 Minimum Qualifications, Items 1 & 3: "The firm must have 1) an office established in the State of California" and 3) "...must have sufficient company employees and staff to provide auditing services to CSD to complete the tasks and deliverables outlined in Section 3.2." These requirements are imposed on the bidder as the prime contractor, not potential subcontractors of the proposing company.

Question 2: Is there currently an incumbent?

CSD Response: Yes, there is currently an incumbent.

Question 3: Is it mandatory for the awardee to work at the Department of Community Services and Development office?

CSD Response: No, it is not mandatory for the awardee to work at CSD's office.

Question 4: What is the estimated level of effort?

CSD Response: Please refer to the RFP Section 3.8 Audit Procedures for the list of required steps to complete an audit of a utility. Also refer to Attachment 17 - Audit Estimates for the number of client account to be tested for each utility.

Question 5: Sections 5 (pages 16-18) and 6 (pages 18-19) dictate conflicting locations of the required attachments within the proposal response. Section 5 is asking for “Response Forms Part 1, Firm Experience” to include Attachments 5 through 10 and “Response Forms Part 1, Key Personnel Qualifications” to include Attachments 3 and 4, then for “Response Forms Part 2” to include Attachment 15. Section 6 is asking for “Response Forms Part 2” to include Attachment 15, then for “Required Attachments 1-15” to include Attachments 1 through 15. Can CSD please clarify which attachments are to be included in which sections?

CSD Response: Please submit all attachments as outlined in Section 6.2 of the RFP. Section 5.1 is mainly asking for your narratives.

Question 6: Has CSD received the final report on CAPP outcomes from energy utilities subject to the audit?

CSD Response: 2022 CAPP Closeout Reports are undergoing final review at CSD.

Question 7: Page 21, Phase 3 – Evaluation of Response states an award will be made to the proposer with the lowest cost proposal. However, on page 22, Award Procedures states one contract is expected to be awarded to the highest-scoring bidder through this PRFP process. Will you confirm if the award will be made based on the lowest bid or highest score?

CSD Response: The award will be made to the lowest cost bid proposal. The bidder with the **lowest cost** proposal will receive the highest score in Phase 3.

Question 8: Page 50, Bear Valley is listed twice. Will you confirm that Bear Valley should be removed from the Public Utilities and Electric Cooperatives section of the cost proposal?

CSD Response: Confirmed, Bear Valley Electric is an IOU and will be removed from the Public Utilities and Electric Cooperatives section of Attachment 15 - Cost Proposal (Revised). Please see updated Attachment 15 in the Bidder’s library.