

## RFP Questions Received and Responses

All contractor proposals are due to ITRC Director Patty Reyes (preyes@ecos.org) no later than October 15, 2021.

*"What is the contract value assigned to a PA position?"*

- **The average contract value for an ITRC PA position ranges from \$70,000-\$85,000, plus travel and other direct costs.**

*"Is it allowed to bid on the four projects in an all-or-nothing fashion? That is, contract acceptance would be contingent upon receiving the contract for all four projects."*

- **ITRC does not allow key personnel to be Program Advisors for more than 2 teams at a time. That clause is stated in the RFPs. The rationale for that is the PAs are required to run their team meetings and we all meet at our annual meeting at the same time. Therefore there would be a conflict with the overlapping meetings.**

*"It seems that you're looking for more overall organizational/facilitation support rather than subject matter expertise?"*

- **The PA does not need to be a subject matter on the particular team, but we would expect that they would have strong environmental expertise, as well as leadership and facilitation skills.**

*"Are you looking for one person to help with all, or are you planning to issue separate contracts for each?"*

- **We will issue 4 separate contracts since the team scopes and timelines vary. You are welcome to bid on all 4 RFPs, but as the RFP states, PAs are only allowed to be the PA for no more than 2 concurrent teams. The rationale is that all our teams meet together at our annual meeting and since the PAs run each team meeting, they would have a time conflict.**

*"We would be most interested if there was an emphasis on bringing in some technical support in addition to organizational support, but our read was more the latter."*

- **We appreciate the technical support as well as the organizational support, but the technical subject matter expertise is not required. Our 7 current PAs all have extensive environmental technical expertise, but not necessarily subject matter experts on the teams they support.**

*"Do you have any idea of the number of hours expected for each?"*

- **The fixed price RFPs state that on average, PAs have spent approximately 750 hours per year on each team, but that amount varies according to the lifecycle of the team. Many times we have had a very junior administrative staffer proposed with a more senior technical lead to reduce the hours of the more senior person.**

*"Has there been contractor support for these in the past?"*

- **Every year, ITRC contracts for PA support for each new team. ITRC has hired contractors to support the teams for more than 20 years. There are no incumbents for the 4 new teams.**