November 4, 2024

<div align="center">NOTICE TO OFFERORS</div>

SUBJECT: **Request for Proposals (RFP) 4-2526**
"Geographic Information Systems On-Call Staff Services"

This letter shall serve as **Addendum No. 1** to the subject RFP issued by the Orange County Transportation Authority (OCTA). Offerors are reminded that the proposal submittal date is at or before **2:00 p.m., November 19, 2024**.

The following questions were submitted by the deadline:

Question 1:
Is this a new contract or renewal of an existing contract?

Response 1:
This is a new contract.

Question 2:
If there is an existing contract, could you please share the names of the current vendors and their pricing?

Response 2:
The current vendor is GIS Solutions (Agreement No. C-9-1624). Pricing information can be obtained by submitting a public records request using the following link: OCTA Public Records Center (govqa.us)

Question 3:
In order to be considered responsive for this solicitation, is it mandatory to bid on all positions?

Response 3:
Yes.

Question 4:
What is the estimated budget for this contract?

Response 4:
$225,000 for a three (3)-year term.

Question 5:
Is it mandatory to subcontract?

Response 5:
No.

Question 6:
Could you please provide information on the daily duration of shifts required for the necessary professions? For example, the number of hours per day?

Response 6:
Unknown at this time. As stated in the scope of work, the intent is to establish an Agreement with a single GIS services firm to provide on-call GIS staff services. Work orders may then be issued to the firm as specific support service needs arise.

Question 7:
Is there local preference for Bidders?

Response 7:
The proposing firm does not need to be locally-based (i.e., offices, headquarters, etc.), but the ability to have local staff (could be one person) that can interact on-site with OCTA is preferable (albeit not mandatory).

Question 8:
Are there specific MBE/SBE/DBE/MWBE preference?

Response 8:
No.

Question 9:
Are there any mandatory subcontracting requirements for this solicitation? If yes, what is the percentages of subcontracting goals vendors need to meet?

Response 9:
See Response 5.

Question 10:
How many active contractors are working on this contract currently?

Response 10:
One (1) active contractor.

Question 11:
What is the total spend per incumbent for the duration of the previous contract?

Response 11:
Approximately $80,000.

Question 12:
Are the roles you are looking to fill able to work remotely, hybrid, or on-site?

Response 12:
Remotely.

Question 13:
Where will the support personnel be primarily based and expected to work from?

Response 13:
See Response 12.

Question 14:
Please provide the list of all the certifications/licensures which is necessary to attach in the proposal?

Response 14:
There are no mandatory certifications/licensures.

Question 15:
Do you require Resumes of candidates attached to the RFP submission? If yes, do we need to submit actual resumes for selected candidates or sample resume?

Response 15:
Yes, actual resumes of proposed key staff.

Question 16:
What is the current GIS training level of the on-site staff?

Response 16:
Very senior level analysts, developers, and management with over twenty (20) years of experience.

Question 17:
Does the County prefer remote work, onsite work, or a combination?

Response 17:
See Response 12.

Question 18:
Are there any known challenges or ongoing issues with the current ArcGIS Enterprise environment that the selected consultant should be aware of?

Response 18:
No.

Question 19:
What level of access and control will the selected consultant have over the servers and software? Are there any restrictions on remote access?

Response 19:
Pending security clearances, Consultant will be granted supervised remote access to the servers and software. Level of control will be adequate in relation to the assignment.

Question 20:
What are the key performance indicators (KPIs) or metrics the County will use to evaluate the success of the on-call staff services?

Response 20:
No specific KPI used. Consultant is evaluated on the quality, cost-effectiveness, timeliness, and adherence to the scope of assigned tasks.

Question 21:
To what extent is the County open to configuration recommendations? How much flexibility will the selected consultant have in suggesting and implementing such changes?

Response 21:
OCTA will dictate the specific tasks during the term of the contract. If applicable to the scope of the assigned task, OCTA will consider all appropriate recommendations and suggestions. Consultant will have no limitations in resolving assigned tasks in the most efficient, robust, and cost-effective manner but no flexibility in implementation unless approved by OCTA.

Question 22:
Can all the work be done remotely?

Response 22:
See Response 12.

Question 23:
Proposal Format (Page 9, Item #1) – The instructions for this section state that the proposals should be 12-point font double-spaced. Could you please clarify what is meant by double spaced? Is each line required to be double-spaced, or is this for the spacing between paragraphs?

Response 23:
Each line should be double-spaced, meaning a blank line is added between each line of text.

Offerors are reminded to acknowledge receipt of this Addendum No. 1 in their transmittal letters and Exhibit B, "Price Summary Sheet." All changes addressed in this Addendum No. 1 shall be incorporated into the final Agreement.

Questions regarding this Addendum No. 1 should be directed to the undersigned at raninzo@octa.net.

Sincerely,

Rhea Aninzo

Associate Contract Administrator
Contracts Administration and Materials Management