**PUC RFP-1-2018 - Request for Proposals to Provide Human Resources Legal Services**

Questions & Answers:

* Q – Links to the Small Diverse Business and Small Business (SDB/SB) Participation Submittal and Letter of Intent materials are inaccessible providing the following error message, “Troubleshoot Issues with Microsoft SharePoint Foundation.” How can the SDB/SB materials be accessed?
	+ A – Links to these materials are housed and maintained on the PA Department of General Services’ website and have been inaccessible for an extended period. As a remedy, the SDB/SB materials have been uploaded to the PUC’s RFP website below:

<http://www.puc.pa.gov/contact_us/request_for_proposals.aspx>

* Q – In previous RFPs we’ve completed for the State, in addition to the technical submittal, separate forms were provided for the various appendices. These included a specific form for the firm’s diversity statistics, an excel spreadsheet for the cost submittal, a table to outline personnel experience, a form for project references, etc. Are these forms required/available for this particular RFP, or are they to be designed by the submitter in accordance with the instructions outlined in the RFP?
	+ A – There are no specific forms to be used for this RFP, so submitters can answer as they see fit. The PUC is looking for resumes and fee schedules and whatever submitters deem appropriate.
* Q – In the Technical Qualifications, we are asked to provide suggested training for agency personnel. Is the training request Commission-wide? How does the Commission suggest we identify the number of employees to be trained? A review of the website provides high-level personnel only. Is there another source that would outline the positions/employees/number of employees?
	+ A – Submitters are to suggest appropriate training for an employer of the PUC’s size and type. The successful bidder may be called to provide multiple levels of training to the agency. This training would most likely include executive staff, managers and supervisors, but could also include all employees.
* Q – How do we answer the Estimated $ Value Commitment on the SDB Listing Form and the LOI as we do not have a cost estimate or budget for the initial term of contract?
	+ A - The Estimated $ Value Commitment would be based on the cost/budget proposal that you submit. We estimate 260 billable hours of work per year. Obviously, that figure could be much lower/higher based on the number of and types of cases that we have come up in a given year, but it is an estimate of the amount of work that we would anticipate.