

Kern COG – CommuteKern’s TDM Software RFP Questions:

- The RFP seems to comingle web based and smartphone apps – particularly from an administration perspective. Was this your intent? We could provide the bulk of the end-user facing functionality that you’re looking for but the granular administrative capabilities described we do at our internal help desk level. We could expose this functionality, but our concern is in the support burden this will create (to both Kern and us) as administrators come and go would be great. We would prefer administering via our help-desk to reduce cost to both parties. That said, could you prioritize your needs in sections 7 (VII), 13 (XIII) and 14 (XIV) in the Scope of Work?

We are open to any suggestions regarding your services that can meet these needs, especially in relieving any burdens or additional expense. Your suggestions will be greatly appreciated.

As for the second part of this question regarding prioritizing the needs mentioned in the noted sections, we want to make sure that the employer administrators are able to customize their pages completely as well as run any reports that they may deem necessary. In the same respect, we would like Kern COG staff to be able to have access and utilize the same information.

- Web site admin – are you looking for web site optimization and could we recommend 3rd party tools to address?

We are considering web site optimization as well and the recommendation of 3rd party tools will also be considered.

- Many of the functions requested in section 7 are addressed in a Microsoft SharePoint like product. Is this an acceptable alternative?

Yes.

- According to the instructions for Proposal Organization it seems that you would like the proposal to contain 11 sections beginning with the 1. Transmittal letter and ending with 11. Attachments, is this correct?

Yes.

- Qualifications are listed twice: Should resumes be included under Section 4. Detailed Work Plan (e. Qualifications) or under Section 9. Summary of Qualifications?

Please include the resumes under Section 9 Summary or Qualifications.

- Signing of Proposal/authorization to Negotiate: Do you want this information included in the transmittal letter and repeated under Section 10?

Yes.

- Attachments: Did you intend to ask that Attachments A-D be included as Section 11 Attachments at the end of the proposal? The instructions on page 10 of 15 and page 13 of 15 contradict each other.

Please add the attachments A-D at the end of the proposal.

- Do you want the Budget and Cost Schedule under Section 5 Budget and Billing or under Section 11 Attachments?

Please place the Budget and Cost Schedule utilizing the template provided under Section 11, Attachments at the end of the proposal.

- There are certain features listed that are part of our product map, but are not available at this time. If we are not able to provide all features listed in the RFP at project launch, will the proposal be disqualified?

No, we will not disqualify a proposal that might not have all desired features currently available.

- What are your budgetary constraints? / What is your budget for this project?

We would rather not limit the proposals on budgets and see what the various services will cost.

- Can you please elaborate on the functionality desired for “File Sharing within the CommuteKern team”?

Many employer groups utilize our software to assist them with managing their incentives. We would like it to be easy for them to access any reports they need.

- Is the ability to create and manage accounts without a member email a required feature?

No it is not required.

- Do you have plans to introduce AVR functions or do you provide reports to an air quality management organization?

At this time, neither Kern COG nor any of our employer groups are mandated to provide reports, however, that may become a requirement in the future.

- Qualifications: Is it acceptable to include only key personnel resumes and then include junior staff by title only in the budget?

Yes.

- Budget: If the budget and cost schedule is to be included under Section 11 Attachments, what information should be included under Section 5 Budget and Billing Information (Total budget by task, Total budget in terms of dollars, billing rates, statement of OH rates, etc.)?

This section can be more of a narrative of the cost of tasks and you can refer to the detailed budget template as an attachment.