LT INFO and EIP Reporting Tool Request for Proposal
Response to Questions

Q1: Regarding Task 2-10, by ‘prototype’ do you mean a production-ready PDF or graphics using EIP Annual Report data to be utilized by the Annual Report?
R1: The contractor will work with staff to ensure that the EIP Reporting Tool can produce the necessary information to develop an EIP Annual Report. Consultant will develop graphics using EIP Annual Report data (produced by EIP Reporting Tool) to be utilized by staff to develop an EIP Annual Report.

Q2: In Task 2-6a, in creating and compiling data for the EIP Reporting Tool, what is the reporting period for this work element? In other words, how many years of historical data will we be required to include?
R2: Approximately 7 years of data will be included in the new EIP Reporting Tool. Data from 2009-present can be exported from existing EIP Reporting Tool and imported into new EIP Reporting Tool.

Q3: On Page 10 of the RFP, Section IV: Proposal Evaluation, can you provide the percentages for each of the evaluation criteria items?
R1: Evaluations will be based on the criteria outlined in Section IV: Proposal Evaluation and may be weighted by TRPA in a manner it deems appropriate. All proposals will be evaluated using the same criteria and weighting.

Q4: On Page 10, Section 3 the RFP states ‘Resumes provided should not exceed (2) pages...’ Does this mean that each individual resume cannot exceed 2 pages, or that in total there can only be 2 pages for resumes? If the former, is there a limit to the number of resumes that can be provided?
R4: Each individual resume cannot exceed 2 pages. There is no limit to the number of resumes.

Q5: On Page 10, Section 5 the RFP states ‘client recommendation submissions should not exceed (1) page in length’. Does this mean that we have only 1 page for client recommendations, or can we provide multiple client recommendations that each are 1 page in length?
R5: Proposals can include multiple client recommendations that are each 1 page in length.