

## **Request for Clarification/Approved Equals**

**RFP #24-01**

**MATA responses follow in Bold.**

1. Section A, item 1.1 indicates you are entering into a contract with a selected proposer. Section B paragraph 1 indicates you are selecting a pool of firms. Can you confirm how many contracts you will be entering into?

**MATA may select one proposer for the entire scope of work or MATA may choose more than one proposer for specific tasks in the scope of work.**

2. Section A item 2.2 indicates "The Proposer shall provide all the work described in Section B - Scope of Work" however, Section B indicates that "Firms may apply for consulting work in all or a select number of these areas...". Can you clarify if teams must meet all 4 tasks or can select fewer than 4 to propose on?

**Proposers may choose to propose on the entire scope of work or specific tasks in the scope of work.**

3. Section D-3 states the following: "The Proposer may count toward its DBE goal only expenditures to firms which are currently certified by the Uniform Certification Agency or the Tennessee Department of Transportation ..." Do they need to be certified at time of proposal or at the time of award?

**All DBEs should be certified at the time of the submittal of the proposal.**

4. Section 4.4. The proposal is to be submitted as an original + 8 copies + flash drive. For the bid form, do you also want an original + 8 copies + flash drive?

**No, an original and eight (8) copies of the proposal.**

5. If shortlisted, will interviews be in person or via videoconference, and do you have an anticipated date?

**The interviews may be in person or via videoconference, whichever is convenient to the proposer and agreed upon with MATA.**

6. The four tasks that you list each include a very broad range of level of effort. How will you evaluate price across different proposal levels of effort?

**Scoring is based off percentage point breakdown for the overall score.**

7. Should a bid form be created for each task?

**No, for the entire bid.**

8. Should a bid form be filled out by each firm?

**Each firm should fill out a bid form except if the firm is a subcontractor for the proposal. The subcontractor is submitted under the prime.**

9. Is a W-9 and 3 references required for each firm?

**Yes.**

10. If the proposer does not meet the 31% DBE goal, then what documentation must be provided to exemplify good faith?

**MATA will only determine if Good Faith Effort was met. MATA does not automatically exempt based on the prime's statement of good faith effort.**

11. Does the proposer and its subcontractors need to be registered as vendors with MATA prior to submission?

**No, the proposer does not have to be a registered vendor with MATA prior to submission. The awarded vendor will have to submit their company's W9 form if awarded the contract.**

12. Do all forms, including copies, need to be signed in ink prior to submission?

**MATA accepts digital signatures or physical signatures.**