

Questions for Transportation Program, RFP # GB2023-300-02

Question #	RFP Section	RFP Heading	Question	Answer
1	1.0	Project Overview	"Vendors are to transport persons as needed during daytime and nighttime hours, seven days weekly to employment and employment-related activities or other activities specified by the Department." Please confirm that this means that transport services are required 24 hrs./day, 365 days/year."	DHR does need vendors who can transport as needed regardless of the time of day or night. However, DHR cannot confirm that these services will be required every day of the year.
2	3.0	Notes	Transportation is provided in Jefferson and Shelby County. To go outside the county lines, ALDOT will have to approve. Will DHR work with vendor to get this approved? Will the vendor be able to provide a separate cost to go across the county lines?	DHR cannot commit to a process that is outside of the agency. However, as always DHR seeks to assist where possible and beneficial for clients. Vendors must always adhere to the agreed upon cost at the time of contract award. Please see the guide in the RFP to determine how to submit proposed cost.
3	1.0	Project Overview	Transportation is provided 6:30-4:30 Monday through Friday. If additional transportation is needed outside of our service hours, can we provide a separate cost for that?	No. Please see RFP guide regarding determining costs. Bids should include your determined cost and all RFP's will be reviewed and graded based on the criteria listed in RFP.
4		Due Date	Given the number of official documents that must be signed, notarized, and/or requested from auditors and the approaching holidays, will DHR consider extending the due date for proposals by 10 days? This will allow vendors to get the financial statements and other signed documents needed from the individuals who are not available over the holidays.	There will be no extension for this proposal due date.
5	6.0	Evaluation Criteria	"Vendor Qualifying Information 30% of points for a possible 300 points. All the sub-criteria under "Vendor Qualifying Information are given a value, except for Contract Performance that says, "To be determined." Because the total for all the sub-criteria is already 300 points without Contract Performance, please describe how Contract Performance will be evaluated and the points assigned to it. How will defining how Contract Performance will be evaluated impact other sub-criteria scoring?"	Please note section 4.2.5.1.3 contract performance

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6	1.3	Contract Terms	<p>"The initial contract term is for a period of three (3) years beginning Thursday, August 1, 2024 and ending Sunday, January 31, 2027."</p> <p>October 01,2024 through September 30, 2025 (year 1) October 01,2025 through September 30, 2026 (year 2) October 01,2026 through September 30, 2027 (year 3) Please clarify start and end dates and whether this is a 30 month or three (3) year period of performance.</p>	<p>Amendment was completed:</p> <p>August 1, 2024 – July 31, 2027</p> <p>October 01,2024 through July 31, 2025 (year 1) October 01,2025 through July 31, 2026 (year 2) October 01,2026 through July 31, 2027 (year 3)</p>
7			How many vendors will be selected?	That will be determined by the evaluation process.
8			Are there any van/car requirements?	Yes, the Department adheres to transportation requirements as set by the Alabama Public Service Commission. Those requirements must be met to successfully complete the RFP process.

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9			Can I still apply for this contract if I own another company that is under contract with DHR for a different service?	Yes
10			What are the payment terms and turnarounds for the contract (e.g net 30)?	Reimbursement requests that are submitted in accordance with the requirement including necessary documentation are processed for payment in a timely manner. Payments are made via check to the contracted vendor.
11			Can I start out with one or two counties (Jefferson and Shelby) and then extend services to additional counties throughout the term of the contract?	The terms and the conditions of the original contract remains the guide for expansion, but if DHR has a need for the services, expansions may be possible.

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12			Considering that this is a newly formed company that hasn't generated any revenue what will be sufficient to show financial stability?	Section 4.2.5.2 addresses vendor financial stability for newly formed organizations. If the vendor does not have the required financial information, they must state that and explain why they do not have the information.
13			We already have a location in mind but do we need to secure it now to increase our chances of getting the contract or can we wait until after the contract is awarded?	The RFP submission process does not contain a requirement to secure a location.