RFP Questions and Answers for July 3, 2017

**Question:** Item #9 under the section “Proposal Content” indicates the responder must furnish a cost detail of the per price specimen. It then refers to the “instructions below” for submission of pricing information. The instructions below this section of the RFP indicate 1 copy of the COST PROPOSAL must be included in separate, labeled and sealed envelope. It is indicated that COST PROPOSALS will NOT be looked at until after qualification points are awarded....

1. Should a notation be made here to “See the Cost Proposal for Cost Detail for Fixed Price per Specimen”, with no additional cost/pricing information (all of it appearing in the cost proposal only)? ; or

2. Should the cost details be included in the body of the PROPOSAL in section #9 AND in the Cost Proposal (along with any other potential costs or information that may be relevant)?

3. Are “Qualification points” determined during early review when a determination is made that minimum requirements have been met and the proposal is “Qualified” for full review? Following then that if the Proposal meets these minimum qualifications, the cost proposal is opened and the becomes part of section #9 of the Proposal and is taken into consideration as part of the “Evaluation Factors” (30%)?

4. Is there guidance about any specific information required to be included in the Cost Proposal other than the per specimen cost breakdown?

**Answer:**

1. Yes

2. No, cost details should not be in the body of the proposal. We do not want the cost to have any influence over the technical scores so it is only opened after scoring the technical part.

3. No. If minimum requirements are met, then a full evaluation and scoring takes place of the proposal. After the scoring on the technical specifications in the proposal, the Cost Proposal is opened and added to that score.

4. No, we are only asking for a price per specimen, so responders should roll in their costs based on the volume of specimens expected (this volume is listed in the RFP).

**Question:** The RFP mentions that certain exceptions to the contract terms, conditions and language may result in a proposal being disqualified. Are you able to tell me which terms and conditions listed in the sample contract are non-negotiable? Specifically, we are wondering if there is any room for negotiation on the following clauses:

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MDH, Public Health Laboratory, Newborn Screening Program
601 Robert St N., P.O. Box 64899
St Paul, MN 55164-0899
651-201-5200
8: Indemnification

10.1: Governmental Data Practices and Intellectual Property

10.2: Intellectual Property Rights & 14 Publicity and Endorsement

**Answer:** Our Minnesota Department of Administration handles all contract negotiations so I am unsure which items are non-negotiable. That being said, I’m unaware of an instance where we haven’t been able to come to an agreement with a contractor that satisfied both parties. I would move forward with the assumption that all items are negotiable and the Administration team would work hard with you to meet an agreement.

**Question:** 1. Is there a required format for the Fixed Price Cost Proposal or will the State accept responder format as long as it covers the identified content in the RFP?

2. The RFP requirement stating "For proprietary information, the Contractor must provide a written assurance that any changes to written protocols, interpretation criteria, and testing algorithms will be given to the Minnesota Newborn Screening Program" implies that all relevant SOPs and/or manuals need to be provided to the State.

The RFP requirement "Responders must provide documentation, including standard operating procedures (SOPs) and quality assurance (QA) manuals/policies/procedures showing that they presently use scientific methods that embody accepted, sound laboratory practices" implies that specific documents demonstrating these principles should be included with the proposal while not necessitating the entire set.

Please clarify whether all manuals/policies/procedures need to be included or just a sufficient number to demonstrate scientific methods and sound laboratory practices.

**Answer:**

1. No, there is not a required format. We will accept the responder’s format.

2. This requirement would be applicable after a contract is awarded. For example, if a contract was signed, and the Contractor wanted to make a change to their protocol or interpretation criteria, the State would like assurance that if they requested to see the previously mentioned documents that they would be provided.

All manuals/policies/procedures do not need to be included. Please include what you feel is relevant to the work that will be conducted.

**Question:** In #4 below, you indicated that only a price per specimen is required. I had thought a cost breakdown of that per specimen cost was required (a cost detail if you will – to be detailed/broken down in the cost proposal), rather than just a dollar amount per specimen.

Is a breakdown of how we arrived of the per specimen cost required or simply the dollar price of the per specimen?

**Answer:** Only a per specimen cost is required, not how you arrived at that breakdown.

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