

Questions and Answers for RFP -17-011 – HQ Security Services

Question: Is the Security Consultant required to be a full-time dedicated position or would you consider it on a part-time non-dedicated basis?

Answer: We are not looking at a full-time dedicated position, but more of a part-time non-dedicated position. However, we do want at designated point of contact who will be our basic services provider/coordinator.

Question: Regarding solicitation RFQ-16-089. Our company was not on the initial distribution list for that RFQ -16-089 and I would like to inquire if it is still possible to review and potentially submit a proposal? Or has the submission period already passed?

Answer: The submission period has already passed. We cannot accept any new proposal submissions.

Question: Please can you provide a table or pricing format outlining specifically what posts and services you require rates for in this RFP?

Answer: You may use a cost table that identifies both fixed amounts for the overall services and fixed unit costs for which we don't have a fixed number of occurrences, as in the example below. However if you have a better way of explaining your costs, as long as I can find the information we need, the cost proposal will be considered.

Service or Deliverable Description (Fixed Deliverables)	No of Units	Unit Cost	Total Cost
Detailed project plan including schedule, implementation plan, and training plan;	1		
Written Assessment of Current Security Practices and Plans and Presentation to Sr. Management	1		
Support in operational readiness, and developing related policies, procedures and standards.	1		
Provide 24x7 security support – on call	1		
Provide methodology and plan for specific risk assessment	1		
Provide training in accordance with approved training plan	TBD		
Service or Deliverable Description (Periodic Deliverables)	Estimated Units		Estimated Costs
Provide 24x7 incident management support	12		
Present written risk assessment results	10		
Regular Review of Security practices and plans	4		
Present written training status at weekly meeting	50		
Conduct regular pre-departure safety briefs to IFES staff	TBD		
Proposal Support	5		

Question: Will you consider a model of one or two of our FTE staff dedicated to you, but based strategically elsewhere than in the US? / your non-USA regions, and supported by contracted and screened security suppliers and consultants that our FTE would engage, sub-contract and manage locally and internationally during the first 6 months and thereafter?

Answer: We are looking for a point of contact in the United States that can meet with staff and vendors. Additional support in the field internationally may also be needed.

Question: This is specifically an insurance question. The insurance clauses at 5.2 imply that the service provider assumes liability for IFES's operational risk, as well as for the professional risk regarding the advisory services we would provide. In this context is it relevant that the SoW includes what look like direct operational services that exceed advice, i.e. emergency responses, and responsibility for crisis management and evacuation? Providing such physical response is part of our normal service, but please clarify if the contract will include responsibility for both expertise, planning and advice as well as physical protection and active response.

Answer: Yes.

Question: Will you consider replacing 'the initial contract term is expected to be one year' with 'the contract is expected to be at least three years, with a SLA based performance review each year'? This allows us to engage the best people and suppliers for you and incentivise them based on their own performance.

Answer: We will consider such a proposal; we will not change the wording of the RFP.

Question: Paragraph 3 of the SoW at section 4 requires us to deliver a project plan. Please could you clarify if this is a strategic project plan directed at delivering the whole contract, or refers to a project by project plan as the contract develops?

Answer: This project plan should be one directed at delivering the whole contract.

Question: Would you allow a pricing model that included a menu of salaries and consultancy rates, and sub-contractor rates to be determined at the time they would be engaged?

Answer: You may propose any pricing model that provides the information we need as indicated in the cost proposal template above.

Question: Regarding the proposal format, the RFP states the technical responses should be a maximum of 10 pages (with additional annexes separate). Are there line spacing, font or font size requirements to follow as well?

Answer: No, but the proposal needs to be legible and well organized.

Question: How many years of experience and what certifications will IFES require of the Security Consultant?

Answer: Nothing is specified. Please make your best case for your services.