

**REQUEST FOR PROPOSALS
TELECOMMUNICATION SUPPLIER AUDIT
(PUR 16-030)**

QUESTIONS/ANSWERS & CLARIFICATIONS

POSTED 4-28-16

ONE SET OF QUESTIONS WERE RECEIVED BY THE CITY. PLEASE SEE CITY RESPONSES IN BLUE.

From: Kirby Warnock [mailto:kirby.warnock@alsbridge.com]
Sent: Thursday, April 21, 2016 9:33 AM
To: Marcina Moreno <Marcina.Moreno@stocktonca.gov>; Concepcion Gayotin <Concepcion.Gayotin@stocktonca.gov>
Cc: William Saybe <william.saybe@alsbridge.com>; Denise Harmon <denise.harmon@alsbridge.com>; Mark Littig <mark.littig@alsbridge.com>; Ryan Hanson <ryan.hanson@alsbridge.com>
Subject: Alsbridge questions for the City of Stockton's RFP

Dear Marcina and Concepcion,

My name is Kirby Warnock and I am the proposal manager for Alsbridge. We received your recent RFP for a telecom audit and per your instructions are submitting our questions in the attached Word document.

If you could please be so kind as to reply to this e-mail and confirm that you were able to open the attachment, I would be most appreciative.

I thank you for your time and consideration and we look forward to working with you and the City of Stockton's team.

Sincerely,

Kirby Warnock | Sales Support & Proposal Manager
Phone: +1 (469) 283-2535 | kirby.warnock@alsbridge.com | www.alsbridge.com

1. Will the vendor chosen be compensated for optimization and cost savings recommendations on the go forward basis? **Answer: Yes.**
2. Why are you requesting a cap on vendors fees if this is a contingency engagement? Wouldn't this limit the vendor from being compensated for driving a high savings target? **Answer: Negotiable and determined by the proposer's payment structure.**
3. In section 1.21 the RFP speaks to Competitive Pricing for similar work; Can you please clarify this section? **Answer: Should a lower rate/cost/fee be provided to another agency, such lower rate/cost/fee shall be offered to the City, as well.**
4. Most audits are conducted on the most recent months of billing and reconciled back to subsequent months as issues need to be reconciled. Is this what the City of Stockton is looking for or is the concept to review historical bills from some other time period? **Answer: Minimum of two months or the vendor's proposal.**

5. As part of this project, does the City of Stockton expect the vendor to dispatch their technicians to specific city owned locations to test circuits residing at those locations?
Answer: Verified utilization of all services paid for by the City is a requirement, refer to section 2.0, items #3, #6 and #8 listed on page 13 of the RFP. Proposers may determine that their process requires on-site testing to verify service.
6. What is being requested under Bullet 15 of the scope section, "Align telecom services with users, locations, departments and account codes"? Can you please clarify?
Answer: Audit and identify customer information and location and service not being utilized.
7. Are you looking for the chosen vendor to build a circuit or service inventory based on the carriers billing in scope? Answer: Yes.
8. On Exhibit B of the Professional Services contract, Section 2 states that total compensation to vendor will not exceed \$88,046.20. Can you please explain?
Answer: The amount shown is only an example and should be determined by the proposer. Refer to question #2.
9. In Exhibit B, section 15, the chosen vendor "shall comply with all applicable federal, State, and Municipal laws, rules, and ordinances" Are there any women, minority or veterans' requirements for vendors to perform work for the city? Are there other requirements unique to the City? Answer: City is a charter city. City expects vendor to know federal, state, and municipal regulations surrounding telecom. Other requirements unique to the city include CALNET 3 cooperative agreement and E-Rate Program compliance for qualified libraries.
10. Are we permitted to redline any parts of Exhibit B, or is this to be accepted "as is"?
Answer: This is negotiable.
11. Section 1.14: The selected vendor will not need to obtain a Business License until contract award, or is this a condition to respond to this RFP? Answer: Business license required at contract award.
12. In section 1.19 Notice to Out-of-State Vendor (sales taxes): How will the City collect the applicable sales taxes from the selected vendor, how often will taxes be collected, and what is the tax rate? Answer: Tax does not apply to audit services.
13. 1.21: Competitive Pricing: Can you please clarify the last sentence, requiring notification if there is another customer with more favorable charges?
Answer: Refer to question # 3.
14. 1.28: Confidentiality: Even though we mark the material confidential, will the city judge whether a claim is general? Will our pricing and proposal be published for anyone to see?
Answer: All public information requests are subjected to review internally by the City Attorney's and City Manager's Offices. Materials marked "confidential" are reviewed very carefully.
15. 2.0 (10) Identify services provided at higher rates than market: Is this included in-scope for audit? Answer: Yes.
16. 2.0 (11) Establish policies to eliminate rogue spend: Is this included in-scope for an audit?
Answer: Does not apply. Consider it stricken out of the scope.

17. 3.07: Proposal Fee Guidelines: Payable monthly over 24 months commensurate with the savings, with a cap of \$88K, which comes to \$3668 per month: Can you please clarify?
[Answer: Refer to question # 2.](#)
18. 5.0: Meet with City Personnel: Will the meetings be remote or in-person? (Expenses are not included in the agreement.) [Answer: Some meetings may be in person based upon your analysis and proposal.](#)
19. 6.0: Ownership of Work: May we revise/redline the language related to assignment of copyrighted material? [Answer: No.](#)
20. 8.0 Termination for Convenience: If the City terminates for convenience the consultant is paid a percentage for the work actually completed at the time of notice of termination. Because we are offering our services on a contingency basis, may we redline the language to address a contingency fee structure? [Answer: This is negotiable.](#)
21. 18.0 Confidentiality: Will a mutual confidentiality clause be acceptable? [Answer: The City Attorney's Office is looking into this.](#)
22. Not covered; Limitations of liability: Will expenses be covered (in the event of site visits or the unlikely event of on-site meetings)? [Answer: No.](#)
23. How many individual carrier invoices are received each month? [Answer: 142](#)
24. How many of those invoices are paper and how many can be accessed digitally?
[Answer: All come as paper. Potentially, 114 can be accessed digitally.](#)
25. How many city physical locations are represented in the RFP information? Departments/buildings, etc. [Answer: 90 \(estimated\).](#)

POSTED 04-14-2016

1. **Communication** – please send your communication via email to Concepcion.Gayotin@stocktongov.com for procedure questions and to Marcina.Moreno@stocktongov.com for technical questions.
2. **Questions** – the last day to make inquiries is April 21, 2016.
3. **Answers** – clarifications and answers will be posted by April 28, 2016.
4. **Proposals due** promptly by 2:00 pm, Thursday, May 12, 2016.