

Project Management and Consulting Services RFQ

RFQ Question and Answers:

1. Can VEIC/Efficiency Vermont share the criteria on which the Statements of Qualifications will be evaluated?
 - For Project Management Services:
 - Direct Project Management Experience (including types and size of projects)
 - Expertise and industry experience
 - References
 - Location of provider: Preference to individuals/organizations located in Vermont
 - For PMO Consulting Services:
 - PMO consultation experience (services offered, experience)
 - Expertise and industry experience
 - References
 - Location of provider: Preference to individuals/organizations located in Vermont
2. What will be the process and schedule after the Statements of Qualifications are received?
 - Review and evaluation of qualifications complete: 6/28/19
 - RFP issued: 7/8/19
 - RFP responses due: 7/19
 - Review and evaluation of RFP responses: 7/26/2019
 - Selection notification: 8/2/2019
3. How many people are engaged in the current PMO?
 - The PMO is comprised of a project manager, two senior project managers, and the manager of the project management office.
4. When was the PMO established?
 - The PMO was established at the end of 2018.
5. It sounds like over utilization of resources are a key concern, if other best practice recommendations are suggested and they are within your budgetary confines would they be considered for implementation?
 - Yes
6. Is the current PMO aware of this initiative and prepared to share information with an outside resource?
 - Yes
7. If you find the right partner for this project when would you consider starting the project?
 - For project management services, start as needed. For PMO consulting services, late summer 2019.
8. Will the selected partner need to be a company/resource residing in Vermont?
 - Preference will be given to individuals/organizations located in Vermont.

9. Is Efficiency Vermont tax exempt?
 - Efficiency Vermont is operated by Vermont Energy Investment Corporation which is tax exempt.
10. Is there any local business licensing requirements for an out of state company required to perform the work?
 - Successful bidders will need to be properly registered to do business in their own state of formation, and not be debarred or otherwise prohibited from any government contracts. Specific insurance requirements will also apply and be listed in the RFP.
11. Has Efficiency Vermont set a budget for the work? If so, what is it?
 - Budget information will be included in the RFP
12. Can you provide a list of the current project management software tools, if any, that the agency/authority is currently using?
 - There is no project management software of record. However, JIRA, Confluence, Microsoft teams, Outlook, PIE project management software, and excel are used.
13. If no current project management tools in place, is the agency/authority in process of procuring the software prior to the services?
 - We are initiating the process to understand project management software requirements but will not have procured the software prior to services.
14. If a firm is selected for “consulting services to assess the current PMO framework, governance standards, tools and to provide recommendations,” will that firm remain eligible to provide supplemental project management services to the Efficiency Vermont PMO (excluding any instances where a conflict of interest may exist)?
 - Yes
15. Which project methodologies (Agile, Waterfall, for example) are used by the Efficiency Vermont PMO?
 - Primarily waterfall and however, agile is used
16. What kinds of collaboration tools are used by the Efficiency Vermont PMO?
 - JIRA, Confluence, Microsoft teams, Outlook
17. What brand of Project Management software is used by the Efficiency Vermont PMO?
 - There is no project management software of record. However, JIRA, Confluence, Microsoft teams, Outlook, PIE project management software, and excel are used.
18. In light of funding limitations unique to small and emerging businesses, does VEIC foresee awarding a minimum number of PM hours allocated for an its outside consultant(s)?
 - No, hours as needed.
19. Engaging skilled subcontractors is a key aspect of most small companies' business models. How will VEIC consider the experience and qualifications of a subcontractor when evaluating a small business proposing on this work?
 - Consideration will be the same, however, sole responsibility for the subcontractor remains with the service provider.

20. According to the RFQ, VEIC is considering retaining the services of a project management firm to manage "enterprise level projects, marketing and technical projects." Will a lack of past performance in the energy industry or for energy-efficiency organizations preclude a proposal from reaching the evaluation board?
 - No.
21. If a project management firm lacks organizational past performance in the energy industry but proposes key personnel with industry experience, how will VEIC score that firm's proposal?
 - It will not impact score.
22. Will VEIC consider giving local firms additional points under proposal evaluation criteria in order to encourage the participation and innovation of Vermont-based firms, firms that employ Vermont residents, and minority-owned businesses?
 - Yes, the preference is to work with providers located in Vermont.
23. Small firms who are contemplating submitting a proposal on the potential requirement for project management services to augment the existing Efficiency Vermont PMO may need to evaluate their existing capabilities with regard to the breadth, scope, and size of Efficiency Vermont projects. Can VEIC characterize the size (number of FTEs, budget size) of a typical project that the existing Efficiency Vermont PMO manages? Can the VEIC provide examples of both small and large projects that the Efficiency PMO oversees at present?
 - Projects will vary in size, scope and complexity. Information on the types of projects will be included in the RFP
24. Can you clarify the intent of this RFQ versus the upcoming Request for Proposal mentioned in the summary section?
 - The responses to and evaluation of the RFQ will inform the recipients of the RFP.
25. Is VEIC expecting responses to include details on a PMO assessment approach, or will this be the intent of the future RFP?
 - This will be included in the RFP.
26. Does this scope of the PMO currently include client facing projects or is it internal facing only?
 - Both internal and client facing projects
27. What is your definition of enterprise level projects?
 - Organizational level, cross functional projects with multiple stakeholders and higher levels of complexity
28. Did you work with a Project Management consultant to establish the PMO? If so, is that consultant eligible to assess the current state of the PMO?
 - No
29. Do you have portfolio or project management tools in place within the PMO? If so, which tools are you using and how are those working for you?

- There is no project management software of record. However, JIRA, Confluence, Microsoft teams, Outlook, PIE project management software, and excel are used.
30. How many projects are currently in progress with the PMO?
- Approximately 20
31. How many teams/employees at VEIC are current relying on or engaged with the PMO on projects.
- Approximately 50-75 employees
32. Do we need to register as a supplier within a portal to be able to apply for this opportunity?
- No
33. Am I right in thinking that the information you have requested to be submitted by email will be used to qualify suppliers that will be eligible to participate in the eventual RFQ?
- That is correct.
34. Is there an indicative timeline of what happens after the initial qualification submission on June 21st?
- Review and evaluation of qualifications complete: 6/28/19
 - RFP issued: 7/8/19
 - RFP responses due: 7/19
 - Review and evaluation of RFP responses: 7/26/2019
 - Selection notification: 8/2/2019
35. We do provide our services to clients nation-wide. Do I need to have a Vermont based business to be able to participate in this opportunity?
- You do not have to be a Vermont based business.
36. I know this is jumping ahead a bit and information may not be known but thought to just ask. Do you have a rough idea of the duration / scale of this opportunity?
- Scale and duration will be based on need.
37. Can you further describe what an enterprise, marketing or technical project is to VEIC? Specifically, are you seeking an IT PMO or Engineering PMO or other types or a combination?
- The PMO is enterprise level. We are not looking for an IT or Engineering PMO.
 - Enterprise projects: Organizational level, cross functional projects with multiple stakeholders and higher levels of complexity
 - Marketing projects: projects supporting the marketing and promotion of the organization.
 - Technical projects: Technical projects may include IT and data projects.
38. Do you have an anticipation of whether the requests will be bursts of full time or part time or longer term full time engagement? And roughly how many hours of each over the year?
- Projects will likely be short term, full or part time. The number of hours has not been determined.
39. What will the process be with the vendor chosen after the RFQ is complete?
- The process will be outlined in the RFP
40. Will you choose one or more vendors?
- One or more vendors may be selected.