

QUESTIONS AND ANSWERS

RFP #2024-001

NEW HAMPSHIRE DEPARTMENT OF ENERGY

REQUEST FOR PROPOSALS

Number Conservation and Area Code Planning Consultant

	Questions	Answers
1.	Should proposers assume they have three years to complete the objectives in the Scope of Work in their project plan? If no, how should proposers accommodate that in their project plan?	The projected exhaust date for the 603 area code is the second quarter of 2027. Work should be prioritized so that those initiatives with the greatest impact on conservation of numbering resources, the return of numbering resources to the pool, and the area code exhaust date and that would be most likely to produce demonstrable results within the first 12 months would be undertaken first. Other initiatives are likely to have a longer lead time.
2.	Considering the depth of the Department’s request describing the Consultant’s information and Scope of Services, we kindly request an extension of the page limit to ensure “overall responsiveness to the requirements of the RFP, including completeness, clarity, and quality of proposal.” Specifically, an extension of an additional 1 page for Question 2 and an additional 5 pages for Question 3 would allow us to provide a more comprehensive understanding of our capabilities, solutions, and the value we can bring to the State of New Hampshire.	The proposed scope of work may be up to 15 pages.
3.	Does the Department want proposers to submit a firm-fixed or cost-plus pricing proposal?	Contracts entered into will be fixed price, not-to-exceed, contracts paid out based upon work performed and, where agreed to by the department and permitted by contract, expenses incurred. Most expenses are expected to be included as overhead in hourly rates paid.
4.	Regardless of the pricing model, should proposers provide the pricing by year and option years, or for the combined three years plus any option years? The RFP establishes an initial term and “an option to extend the contract for another year or another three-year term.” (RFP, § V). Should the “Project Fee and Cost Estimates” include any costs related to the potential extension period, or should fees/costs be quantified only for the initial term?	The proposal and project fee and cost estimates should be for the initial term. The budget must include a detailed project fee and cost estimate description, including hourly rates by position, and cost information encompassing the full scope of work described in the RFP for the initial three year term. Budgets should reflect timing of the work plans proposed.

5.	Does the Department have price proposal template or preference they would like proposers to use?	It does not.
6.	What is the total budget allotted for this engagement per year? Has a budget cap (not-to-exceed) dollar amount been established for this project? If so, what is the amount of the budget cap? Has the NH Department of Energy established a budgetary cap (annual or total) for the engagement contemplated under RFP #2024-020?	There is no defined budget for this engagement.
7.	In what percentage of meetings is the consultant expected to attend in person?	There is no set percentage; however, it is likely that most if not all meetings would be virtual. Should there be hearings, those may require in person attendance.
8.	The RFP references Exhibits A, B, and C which appear to be missing. Please provide the exhibits in advance of the proposal submission date.	Exhibits A, B and C are prepared by the Department and are prepared based on the information received in the proposal. Therefore, Exhibits A, B and C cannot be provided before the proposal deadline.
9.	What level of access, if any, will the selected consultant have to NANPA reports and data relating to telephone number assignment, utilization, reclamation, etc. in the 603 NPA?	The consultant will have access to all NANPA and PAS reports that are available to the Department.
10.	Section 14.1.2 of Form Number P-37 pertains to insurance for special cause of loss coverage. If bidders possess the requisite commercial and professional liability insurance, is separate special cause of loss coverage also required?	The department does not expect that any Property will be provided to the consultant or that the contract will permit the consultant to purchase Property within the meaning of Section 10.2 of the P-37. Consequently, a requirement to purchase special cause loss of coverage is unlikely.
11.	Does the NH Department of Energy currently utilize consultant services in the administration of numbering resources in New Hampshire? If the answer is yes – is the contract award for that engagement available for review?	No, it does not.
12.	Does the NH Department of Energy currently have dedicated staff designated to the administration of numbering resources in New Hampshire? If the answer is yes – how many and roughly what percentage of their time is dedicated to numbering administration tasks?	The Department currently has one staff person administering numbering resources in New Hampshire who spends approximately 5 to 6 hours a month on numbering resource administration. Prior to 2021, staff of the Public Utilities Commission spent approximately 10 hours a month on numbering administration.