



**CALL FOR
CONSERVATION OUTREACH PROGRAM SERVICES
Solicitation No.: R-16-002-RA
Questions and Answers | March 22, 2016**

QUESTIONS AND ANSWERS

- 1. Project Information, Paragraph IV C (4). Provide a brief summary of not more than one page detailing the unique qualifications of each sub-consultant. Does this pertain to each BCMG member who may volunteer or present under this contract? Can you please define “sub-consultant”?**

Volunteers are not considered a sub-consultant. In the event that a Nonprofit Organization (NPO) as part of an Innovative Programing or Special Projects (IPSP) hires a third party professional such as a licensed irrigator to assist in an approved IPSP this clause would be in effect.

- 2. Exhibit A, Paragraph 1b, SAWS Standard Insurance & Certificate of Liability Insurance Requirements. Does this mean outside organizations or is each member of BCMG considered a sub-consultant when volunteering for events, presentations, etc? Can you please define the word “sub-consultants”?**

Outside organizations are true sub-consultants that have been hired by the NPO and working on an approved program or project. These will generally be through the IPSP process and identified then.

A sub-consultant is a professional that has been hired by the NPO to work directly on an IPSP program. This would not include companies such as web designers, sign makers or other professions that generally revolve around the development or purchase of program materials by the NPO.

- 3. Can Exhibit A, Paragraph 1.6, SAWS Standard Insurance & Certificate of Liability Insurance Requirements. Can you please clarify the sentence “Program Administrative Service fees may be directly tied to the deliverables and outcomes of any IPSP and will be negotiated as these services are needed.” ? Does this mean PAS fees cover only the 30 deliverables and additional PAS fees will be invoiced with each IPSP?**

Additional Program Administration Services (PAS) fees may be negotiated as part of an IPSP depending on the proposal. Both whether an additional PAS is included and the specific amount of the additional PAS will be unique to each proposal. It is anticipated some will include a nominal PAS for the duration of the IPSP and others will not.

4. **Exhibit D, Sample Contract w/Exhibit A, Compensation for Performance Based Services, Paragraph 1.4.** Are multi-day events (i.e., Home & Garden Show, Parade of Homes, etc) considered multiple events for compensation and deliverable purposes?

Yes.

5. **Exhibit D, Sample Contract w/Exhibit D, Term of Contract, Paragraph 2.** Period 1 indicates a time period of six months. What is the expected deliverable for this period?

Minimum 15 billable activities (deliverables) and a designated Conservation Consultant for the entire time period.

6. **Exhibit D, Sample Contract w/Exhibit E, Security Procedures.** Can you please clarify if these extensive security procedures (photo ID, parking passes, background screening letter, etc) apply to BCMG volunteers participating in SAWS sponsored events or volunteering on SAWS property?

No.

7. **Exhibit A, Page 31, 1.4, Clarification requested: Presentations on Conservation** When we give a presentation on Drought tolerant plants to a group, would this be considered a “workshop” or “Presentation on Conservation”? What exactly does “Conservation” encompass?

A Presentation is a talk where another group is the organizer/host and the NPO speaker is the guest. An example of a Presentation is an invitation to speak at a Garden Club, Neighborhood Association, or Service Club for their monthly meeting. A Workshop is organized and promoted as a NPO activity.

Conservation encompasses wide ranging information primarily regarding landscape activities including gardening and irrigation that result in reducing water use in the landscape. Please review GardenStyleSA.com for a sense of the range of topics. In any case all specific topics presented for payment will need to be pre-approved.

8. **Exhibit A, Page 31, 1.4, Presentations on Conservation** Is the \$75.00 in addition to the billing for number of attendees?

Presentations are paid at a flat rate of \$75. Programs or ideas for engagement of the public that lie outside the Presentation or Workshop should be considered for submittal as an IPSP.

9. **Exhibit A, Page 31, 1.5 – General Public Workshops – “Registration” is required and Sign-in sheets.** Our audience doesn’t use registrations but they do use sign-in sheets. Are these considered one and the same?

Sign-in Sheets can be used however, because of the new online tools available for preregistration NPO’s will be strongly encouraged to utilize these tools to maximize effective outreach and monitor public interest in the topics presented.

10. **Exhibit B, Page 34, Scope of Services 1. Program Minimum Monthly Administration Requirements.** The paragraph reads that we are responsible for conducting a minimum of 30 workshops and/or activities. Is SAWS expecting 30 each month? (note – says annually elsewhere).

Annual.

- 11. Page 2, section II Selection Process, paragraph B. Evaluation Criteria Summary, How far back is the requested “past performance history” and is there a preferred format?**

There is no preferred format. Past history should be a minimum of 3 years and include examples only rather than a summary of all activities engaged in by the NPO.

- 12. Page 1, section I Project Information, paragraph B. Scope of Services, The question is on workshops. In what category is an event or training at a group that does not require preregistration and is not generally open to the public, such as a garden club?**

Presentation.

END OF QUESTIONS AND ANSWERS
