**OTC – MMLOS – RFP**

**Bidder Questions and OTC Responses – March 5, 2020**

1. Question:         Page 18 of the RFP: “following completion of the research elements, a graphic design firm will create images, lay out the document and development a professional on-line Guide.” This statement reads as if a separate firm hired by OTC will build on the graphics after the project is done. Please confirm.

Response:

The images produced by a graphic design firm described on Page 18 will fall within the responsibility of the winning proponent.

1. Question: Page 17 of RFP: “The successful Consultant shall prepare up to three presentations on the final deliverables of the project to relevant groups.” Is this to be interpreted to mean three presentations after the final draft or three presentations over the course of the project (background report, draft report, final report)?

Response: There should be 3 presentations of final deliverables. There will need to be millstone check-ins over the course of the study. The consultant can propose accordingly in their work plan.

1. Question:        Page 27 of the RFP: the project schedule (section 4.2.5) includes a submission of the 1st and 2nd draft as well as the results of task 5 (submit draft of 2020 MMLOS Guide). Please confirm if this is to be interpreted as two or three drafts required. Note that according to Section 4.2.4, only two drafts are required.

Response: Point of clarification - Task 5 should be renumbered to Task 4 since there are six (6) tasks in total. We anticipate that up to two (2) drafts may be required to finalize the guidelines.

1. Question: A note to indicate that task 4 is blank in the task descriptions.

Response: Point of clarification - Task 5 should be renumbered to Task 4 since there are six (6) tasks in total.

Additional Note: There was a discrepancy on the RSP closing date which was amended from March 15th to March 20th. The amendment was added to the RFP document posted on the OTC website.

1. Will OTC be able to share the Phase 1 report (Literature Review)?

Response: The MMLOS Literature Review is available on the OTC website under the “Research” tab.

1. Is there a requirement for scenario testing/case study using the developed guideline?

Response: There should be case study used to develop the guide. The testing of scenarios will validate the methodology being used.