**RFP-22-804**

**March 21, 2023**

**(Updated March 24, 2023)**

**QUESTIONS AND ANSWERS**

**2023 CA Vehicle Survey**

The purpose of this document is to provide answers to questions for the above solicitation. The following answers are based on the California Energy Commission (CEC) staff’s interpretation of the questions received.

Q1: To clarify, the file formats requirement is for the application not the survey data and analysis, is that correct?

**A1: That is correct.**

Q2: What is the page limit for the technical response?

**A2: There is no page limit for the technical response, but there may be for other sections. Please see the RFP manual, section III for more information.**

Q3: The RFP indicates a $1.2M contract, but then there is some lack of clarity on the funding and timing. There is $600K currently budgeted, but not the other $600K. Can you clarify?

**A3: Yes, $600K is available from the current fiscal year (23/24) and an additional $600K will be available from the 24/25 fiscal year. Please note that the fiscal year 24/25 Energy Commission budget has not been approved yet.**

Q4: Can bidders have access to 2019 survey methods documentation? Understanding the survey methods used for the 2019 survey (e.g., sample frame, sample sizes, data collection protocols, response rates) would be very helpful for designing an effective approach and accurate budget estimates?

**A4: Yes, we can provide documentation for the related segments of the 2019 survey. They are currently posted online available on the solicitation page at**

[**https://www.energy.ca.gov/solicitations/2023-03/rfp-22-804-2023-california-vehicle-survey**](https://www.energy.ca.gov/solicitations/2023-03/rfp-22-804-2023-california-vehicle-survey)**.**

Q5: Will the Pre-Bid PowerPoint presentation be posted online?

**A5: Yes. The slides have already been posted on the solicitation page at**

[**https://www.energy.ca.gov/solicitations/2023-03/rfp-22-804-2023-california-vehicle-survey**](https://www.energy.ca.gov/solicitations/2023-03/rfp-22-804-2023-california-vehicle-survey)**.**

Q6: Will a list of the attendees be made available to facilitate teaming arrangements?

**A6: Yes, posted on the solicitation page at** [**https://www.energy.ca.gov/solicitations/2023-03/rfp-22-804-2023-california-vehicle-survey**](https://www.energy.ca.gov/solicitations/2023-03/rfp-22-804-2023-california-vehicle-survey)**.**

Q7: Can CEC provide the following documentation of the methods that were used for the 2019 survey iteration, for each survey (residential, commercial, ZEV):

* 1. Sample sources/frame required stratification.
	2. Detailed description of the data collection protocol (number and contents of each contact, timing, quantities, how non-English options were offered)
	3. Target completes by strata/language.
	4. Achieved completes by strata/language.
	5. Response rate by strata/language

**A7: Related documents are posted online at** [**https://www.energy.ca.gov/solicitations/2023-03/rfp-22-804-2023-california-vehicle-survey**](https://www.energy.ca.gov/solicitations/2023-03/rfp-22-804-2023-california-vehicle-survey)**.**

Q8: For an accurate programming estimate, please provide the expected survey length in number of items, or provide the 2019 survey instrument, if the expected length is the same.

**A8: Please see the 2019 survey report posted online at** [**https://www.energy.ca.gov/solicitations/2023-03/rfp-22-804-2023-california-vehicle-survey**](https://www.energy.ca.gov/solicitations/2023-03/rfp-22-804-2023-california-vehicle-survey)**.**

Q9: Will CEC accept an original budget and a redacted version of the budget to provide in response to public requests for information?

**A9: Bidders should not submit a redacted version of the budget. The information provided in the Budget forms will not be kept confidential. (RFP-22-804 manual, page 26)**

**We will accept an original budget. A redacted version is grounds to reject an application. All documents provided in a submittal become public documents as soon as the NOPA posts.**

Q10: So that bidders have enough time to incorporate the responses to questions, would CEC extend the due date for proposals by two weeks, to Monday, April 17, 2023?

**A10:**[~~CEC will provide the response to this question at a later date.]~~

**CEC has extended the due date for proposals by one week, to Monday,**

**April 10, 2023. See the Key Date Table with updated dates in Addendum-1 of the RFP Manual.**

Q11: Per Management Memo 07-06, State Agencies must procure printing services through the Office of State Publishing (OSP). “Bidders shall not include printing services in their proposals.” Would you please clarify if this includes all respondent communication materials such as mailed survey invitations (postcard or letter), mailed surveys, mailed reminders, etc.? Does it include the cost of printing only or also processing and postage costs?

**A11:** [~~CEC will provide the response to this question at a later date.]~~

**Bid price should assume printing and mailing costs for the recruitment letters/communications. Based on the CAM's determination, the selected contractor will perform one of the following: to print and mail out the final recruitment letters/communications, or work with the state to facilitate sending the recruitment letters/communications. If the CEC decides that the state will provide the printing and mailing services, then the contract amount may be reduced or funds for printing and mailing costs may be shifted to other costs, as appropriate. Please see Section II, Task 7 and Section III, G. Budget Forms in the Addendum 1 for RFP-22-804.**

**Please note: DVBE Subcontractors cannot provide printing/copying services.**

Q12: Regarding submission of files via the Grant Solicitation System, please advise if there is a file size limit.

**A12: Please note there is a 10MB file size limit when uploading documents via the Grant Solicitation System.**