

**QUESTIONS AND ANSWERS REGARDING
REQUEST FOR QUALIFICATIONS (RFQ) NO. 25-0002
DBE CONSULTING SERVICES**

1.	Is the consulting firm provided office space or is expected to work on the Authority's property or are badges assigned for any visits needed to perform the work?
	Workspace will be provided only if onsite work is necessary. Work badges will not be provided.
2.	If the agency or subcontractors work with the second chance program, are these staff allowed to work on this project? As they would not pass a clear fingerprint or background check?
	MSCAA does not have a second chance program due to the airport being a high security area with TSA guidelines that require background checks.
3.	May you give an approximate number of how many DBE contracts, or contracts that should be DBE the Authority has that this consulting agency would expect to be maintaining?
	The consulting agency will be working with MSCAA not the contractors working for MSCAA.
4.	The BDDP was addressed in the meeting as another task the consulting agency would also expect to maintain. Can you give a more specific scope of work requirements on the BDDP program, expected outreach, and results? Is this the same program or different from the small business program changes mentioned pertaining to May 9th? If it is different, please provide a scope of work expected from the consulting company for each.
	BDDP is the same/similar to the small business program. The consulting agency will not maintain or administrate the program, and will only consult and assist with BDD surveys of department service in the areas of community outreach and stakeholder meeting.
5.	What assistance is expected from the consultant for the UCP?
	MSCAA expects the consultant to utilize the UCP for outreach, as a Disparity Study assistant, and to create a tool to streamline decertification between MSCAA and TNDOT.

6.	How far back is the file review to go and approximate work load to expect?
	2016-2024
7.	The RFQ states that payment will not be rendered until the task is completed. Is this to mean that payments will not be rendered until the reports are distributed, compliance is accomplished, or what actual task is the basis for completion?
	Refer to section 10.5.1-Invoice Submittal. If selected as the consulting agency that MSCAA would like to move forward with, the consulting agency will have the opportunity at that time to present and negotiate compensation.
8.	Please give a few examples of "other related DBE consulting services" not mentioned in the RFQ.
	Writing and updating the ACDBE, DBE Tri Annual Goal and Methodology, Annual ACDBE, and DBE Uniform Accomplishment Reports, ACDBE and DBE participation programs and Small Business elements. ADA Community Partnership Plans, Car Rental and Concession stakeholder meetings. Keeping BDD updated on the 49 CFR 26 and 23 rule changes with a summary report as the rules change. Disparity Study assistant to the disparity study prime with reach, survey calls, and documentation. Other issues related to the ACDBE/DBE programs as they become apparent.
9.	Concerning the 35% DBE goal associated with this solicitation, as a certified DBE will we count as the Disadvantaged Business Partner or are we required to meet the goal through subcontracting and or joint ventures?
	If you are acting as the prime you must be DBE Certified in the TN UCP, MSCAA, or your home state if you are firm is out of state. It is important that DBE credit be awarded only for work actually being performed by DBEs themselves. As a DBE prime per the 49 CFR 26:55 A DBE performs a commercially useful function when it is responsible for execution of the work of the contract and is carrying out its responsibilities by performing, managing, and supervising the work involved.

10.	There does not appear to be a requirement for a price proposal submission with the technical proposal. Should a price proposal be included with the response? Could you elaborate on how cost will be considered in the proposal evaluation process?
	In the RFQ process, we are seeking qualifications that align with the scope of services as outlined in Section 11 of this RFQ. As such, pricing is not discussed unless you are selected based on your qualifications and the contract negotiations begin.
11.	Is there an estimated level of effort in hours, contract value or approved budget for this scope of services? Can you share that estimate?
	MSCAA does not have estimated level of hours, contract value nor budget that we can provide. Most consultants with goal setting, disparity study, certification and monitoring skills; bill by their level of knowledge and experience of the Federal Regulation.
12.	Page 2 of the RFP states that the Authority shall give a preference to businesses located in or near the County of Shelby. Could you share how the preference will be applied in the evaluation of proposals? In light of the 35% DBE participation requirement, will the preference also be applied to the location of the DBE participant?
	For purposes of evaluating responses to this RFQ, local businesses shall be assigned five percent (5%) of the total valuation points. For purposes of evaluating responses to this RFQ, locally-participating businesses shall be assigned three percent (3%) of the total valuation points. For purposes of evaluating responses to this RFQ, MSA businesses shall be assigned two percent (2%) of the total valuation points. Local preference does not apply to sub-contractors whether they are DBE or not.
13.	The RFP states that response that responses should be hard copy and mailed. Is there a mechanism available to send the response electronically?
	Refer to Section 12, Response Structure of this RFQ.
14.	When is the next triennial ACDBE goal due?

	09/2025
15.	When is the next DBE triennial goal due?
	09/2026

Questions are listed as submitted, company names are withheld.