

TOR Requirements: 2020 RFQ/P-106

During the term of the Contract, the Authority may possibly request additional consulting services from the Vendor on a requirement basis. If, in the Authority's sole discretion, consulting services are required apart from the deliverables set forth in this RFQ/P, the Authority will submit the additional requirements to the Contractor, detailing a specific project requirement in a Task Order Request (TOR). The Contractor will be required to respond to each TOR, describing its strategy in completing the services required and proposing a Maximum Not-to-Exceed Fixed Price, based on the All-Inclusive Hourly Rates (by Position Category) submitted in response to this RFQ/P in their Fee Schedule. The information that will be required in the TOR is provided in detail below.

Project objectives	In this section the Authority will outline, in detail, the component deliverables (outputs) required under the Task Order
Technical approach & Timeframes	For each deliverable (output), the Vendor must detail: <ul style="list-style-type: none"> - Technical approach and methodology; - Timeframe for meeting deliverable, as well as key milestones towards meeting deliverable; and - Expected hours (by level) to meet deliverable.
Client support model	The Vendor shall outline the proposed client support model (e.g. how and when will Authority Staff be engaged) for the key deliverables (outputs) outlined above
Team Composition	The Vendor shall detail – and explain – any variances in team composition and team leadership from their response to the RFQ/P and attach new Bio/Resume(s) and Subcontractor Utilization Form, if applicable.
Fee Schedule	<p>The Vendor must provide a Maximum-Not-To-Exceed Fee. The fee should be broken down by team member, with each team member allocated one of the following Position Categories:</p> <ul style="list-style-type: none"> - Senior Executive/Manager - High-Legal Executive/Back-Up Manager; - Mid-Level Executive/Manager; - Low-Level Executive/Admin/Support Staff; <p>Position categories shall not be altered or changed by the Vendor. Vendors must allocate a Position Category to team members on a best fit basis, considering factors including but not limited to position, salary and years of relevant experience, and shall be prepared to explain and justify Position Category equivalency if the Authority deems it necessary.</p>

	<p>The Vendor must state whether the team member is an “Employee” or “Subcontractor”. All subcontractors are subject to and capped at the Position Category hourly rates reflected in the Fee Schedule submitted by the Vendor in response to 2020 RFQ/P - 106.</p> <p>Note – All-Inclusive Hourly Rates for each team member cannot exceed the rate for the equivalent Position Category as contained in the Vendor’s response to the RFQ/P.</p>
--	---