CalSAWS BenefitsCal M&O RFP #01-2024

Best and Final Offer Instructions

January 13, 2025

The CalSAWS Consortium hereby releases instructions for the CalSAWS BenefitsCal Maintenance and Operations (M&O) RFP #01-2024 Best and Final Offer (BAFO). The Consortium has concluded the following evaluation steps:

* Business and Price Proposal evaluations
* Oral Presentations and Key Staff Interviews
* Confidential Discussions
* Agreement Exception Discussions

The next step in the evaluation process is the BAFO. This BAFO includes the following:

* Price Proposal Schedule updates
* Revisions to the BenefitsCal Agreement based on the contract exception discussions held on December 16, 2024.

## **Submission Instructions**

Bidders are advised to carefully review and follow the BAFO submission instructions described herein. Bidders who fail to respond in accordance with the required content and timeframes will no longer have their proposal considered by the Consortium for purposes of the final Contract award.

Bidders are to submit BAFOs via email to [ProcurementTeam@CalSAWS.org](mailto:ProcurementTeam@CalSAWS.org).

## **BAFO Key Action Dates**

BAFO Key Action Dates are listed in the following table. Deadlines for all items are no later than 3:00 PM, Pacific Time (PT).

| Best and Final Offer Key Action Dates | |
| --- | --- |
| Action | Date |
| Release BAFO Instructions | Monday, January 13, 2025 |
| Release Revised Price Schedules and Agreement | Monday, January 13, 2025 |
| BAFO Responses Due from Bidders | Wednesday, January 29, 2025 |

## **BAFO Content**

This BAFO is comprised of the following RFP Attachments:

* Attachment 5 – Price Proposal Schedules
* Attachment 6 – BenefitsCal Agreement

RFP Attachment A5 – Price Proposal Schedules has been revised as follows:

* Schedule 2 – Deliverables: A double asterisk indicator has been added to Deliverable D14 to designate the first approved submission as the only payment point for the monthly recurring Deliverable.
* Schedule 4 – BenefitsCal Software Price: reflects the latest software inventory as described in the most recent BenefitsCal Bill of Materials (BOM), located in the BenefitsCal M&O Procurement Library via [BenefitsCal M&O Procurement Library](https://osicagov.sharepoint.com/sites/Procurement/CalSAWS/BenefitsCal%20Procurement%20Library/Forms/AllItems.aspx?RootFolder=%2Fsites%2FProcurement%2FCalSAWS%2FBenefitsCal%20Procurement%20Library%2FBenefitsCal%20Procurement%20Library%20Documentation&FolderCTID=0x0120009E8E28A96D3193498BBB47165B6FDB8C&View=%7BD85BE5C1%2D0080%2D45AB%2D81C0%2DDD03EC7BFAFF%7D).
* Schedule 6 – Staff Loading: the formulas for the Total Hours and Total Price columns have been updated for the SCR Training/OCM Key Task block.
* Schedule 6.6 – Base Year 6 Staff Loading: the formulas for the SCR subtotal row have been updated.
* Schedule 7.2 – BenefitsCal Optional Extension Year 2: the formulas which link to Schedule 7.1 for the Other Price category have been revised.

### Volume 2 – BAFO Response

In response to this BAFO, Bidders must submit an updated version of Attachment 5 – Price Proposal Schedules.

Bidders should document assumptions for any increase in the number of licenses for required software. Reductions in the number of licenses are not permitted.

Bidders should elaborate on price assumptions associated with language translations.

Bidders should take care to ensure that minimum threshold hours defined in the RFP are maintained and that the ability to deliver the required scope of work and all requirements are not negatively impacted by any reduction in hours.

Based on the Agreement revisions resulting from the Agreement Exception Discussions on December 16, 2024, Bidder risk profiles are lower as compared to the initial proposal submission. Therefore, the Consortium expects Bidders to reflect that reduced risk in their BAFO Price Proposals.

### BAFO Scoring

RFP Sections 8.3 Proposal Evaluation Methodology and 8.7 Evaluation of Final Proposals will be applied to the BAFO evaluation and scoring process.