
ATTACHMENT I: CLARIFICATION PHASE GUIDE

1. OVERVIEW

- a. The Clarification Phase is not a negotiation phase. Offerors will not be permitted to modify their project durations, or project team unless Client requests changes. The Clarification Phase is started by the notification of the Prioritized 1st Best Value Vendor(s) and ended by the final presentation to Client after all issues have been addressed. If the Client is not satisfied during the Clarification Phase, or upon completion of the Clarification kick-off and Clarification Summary Meetings, the Client may consider another Offer for potential award (this Offeror would also have to participate in a Clarification Phase). If the Client is satisfied with the potential best-value Offer, the Client may proceed toward awarding a contract.
- b. The Clarification Phase is carried out prior to the signing of the contract. The Client's objective is to have the products/services maximized without any vendor price increases, and with high customer satisfaction. At the end of the contract period, the Client will evaluate the performance of the vendor based on these factors, so it is very important that the Offeror pre-plans the project and utilizes the Weekly Risk Report to mitigate risk.
- c. It is the Offeror's responsibility to ensure they understand the scope of their product/service offering and to clearly identify what they are delivering. It is the Offeror's responsibility to manage and mitigate the risk of their offering. It is the Client's responsibility to ensure that it conveys any potential concerns and issues before the contract is signed.
- d. The Clarification Phase provides the Offeror with an opportunity to identify their scope with a detailed specification and a simplified list of their tasks and financial streams. The client has the right to accept or reject this proposal. The client also has the right to identify its perceived risks, concerns, and issues which it will require the Offeror to mitigate and manage. The major deliverables in the vendor's scope of services in the Clarification Phase include:
 - i. Proposed detailed plan from beginning to end.
 - ii. Integrated time schedule that the BV vendor will use to track cost/time deviations.
 - iii. Simplified milestone schedule that non-technical stakeholders can follow to track deviations.
 - iv. If any risk is identified, the vendor expert must ensure that meeting minutes identify that the vendor has a mitigation plan for the perceived risk to their proposed plan.
 - v. A Weekly Risk Reporting System (WRRS, Attachment F), which will track the implementation or delivery of the service. The expert vendor should never execute the service without the WRR. The expert vendor will be responsible for using the WRR to track the performance of the project, update the WRR, and send all stakeholders a copy of the WRR on a weekly basis. The WRR shall include updated: 1) cost and schedule status, 2) milestone schedule status, 3) project cost and time deviations, 4) risk mitigation and other performance metrics.

2. PRE-PLANNING AND COORDINATION

- a. Offerors may be required to provide the Client with supporting documentation for any information listed in their submittals before entering the Clarification Phase.
- b. The client requires that the Offeror attend a Kick-Off Meeting to present its proposal and to identify additional issues or concerns that the Client may have. It is also an opportunity to meet

all participants who may be a stakeholder in the project. The Offeror is required to perform the following functions as part of, or in preparation for, this Kick-Off Meeting:

- i. Ensure that the Client has invited all its stakeholders and participants to the meeting (including client, sub-vendors, designer / AE, interested parties, etc.).
 - ii. Present the scope of services (schedule, cost, deliverables, etc.).
 - iii. Identify the Client's responsibilities.
 - iv. Propose the Weekly Risk Report (WRR) format.
 - v. Field questions and concerns from client stakeholders.
 - vi. Listen to concerns, issues, and comments from client stakeholders.
 - vii. Propose a schedule to finalize Clarification Phase and the contract documents.
- c. Once the Clarification Kick-off Meeting is held, and if the Client is comfortable with the Offer, the Clarification Phase begins. The Offeror may be required to complete the following:
- i. Revisit the site/buildings/campus to do any additional investigating.
 - ii. Coordinate with all parties that will be involved with the delivery of products/services.
 - iii. Resolve concerns and issues with mitigating actions. Prepare to summarize resolutions in the final Clarification Phase Summary Presentation meeting.
 - iv. Finalize the Clarification Document (contract, WRR, payment schedule, scope of work).

3. CLARIFICATION DOCUMENT

The final Clarification Document will include the following:

- a. Executive Summary - high level summary of scope documents that clearly addresses what is in scope [being delivered] and what is out of scope for the project.
- b. Finalized scope documents which include details on how the tasks will be completed.
- c. Description of the end deliverable in terms of simplified metrics.
- d. Detailed scope descriptions– A specific breakout of every action required for the vendor to perform the work. Including all activities required by the vendor, client and client stakeholders to perform the work, inclusive of a detailed schedule and milestone schedule.
- e. Weekly Risk Report format (WRR).
- f. Project financial summary.
 - i. The Offeror's Original Price Proposal.
 - ii. A list of agreed/accepted Value-Added Options (with impact to price)
 - iii. A list of agreed upon Scope Changes or Additional Work with impact to price.
 - iv. A Price Breakout and Payment Schedule.
- g. Project and emergency contact list.
- h. PowerPoint presentation that describes the scope of the project in terms of cost, time, deliverables and how the deliverables acceptance will be decided.

4. CLARIFICATION SUMMARY MEETING

- a. The Clarification Summary Meeting is held at the end of the Clarification Phase and is used to present a summary of what was developed and agreed upon during the Clarification Phase. The final Clarification meeting is not a question-and-answer session. The Offeror and client stakeholders must not wait for the meeting to ask questions. All coordination and planning with

Client should be completed prior to the Clarification Phase Summary Presentation meeting on the RFP Procurement schedule.

The Offeror should give a presentation, which walks the Client through the entire contract period and summarizes all of the coordination and planning done during the Clarification Phase. The Offeror should bring its team and all the documents specified in the Clarification Document. The Offeror should come with documents explaining what the Client is responsible for during the contract period. The Offeror must convince the Client that they have minimized or mitigated all risks and will not be surprised once the service/production begins. The Clarification meeting presentation (and meeting minutes, if applicable) will become part of the contract along with the other documents from the Clarification Phase.