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| Responses to Questions Received Regarding SCOWB RFP |
| Q1. | Page 28 and 47 indicates that the signature page must be completed, signed, and notarized. Please confirm the signature page is Attachment A. If not, please clarify or provide. |
| A1. | Yes, the signature page referenced on pages 28 and 47 is Attachment A—Certificate Regarding RFP Content. |
| Q2. | Please confirm that tables, charts, and graphics may smaller than 12 point font, so long as legible. |
| A2. | Tables, charts, and graphics may be smaller than 12 point font as long as it’s legible. |
| Q3. | Please confirm the required documentation such as job descriptions and resumes are considered attachments and therefore do not count against page limits. |
| A3. | A brief overview of job duties and qualifications for staff is all that is needed. Resumes and formal job descriptions are not required. |
| Q4. | Page 28 describes one original and six copies for a total of seven “response packages.” Please confirm that as long as the original and its copies are clearly labels, each physical copy is not required to be individually packaged. |
| A4. | No, each physical copy is not required to be individually packaged. |
| Q5. | Please provide the Certificate Regarding Compliance with Federal Laws mentioned on page 37. |
| A5. | Please see Attachment A in the RFP. |
| Q6. | Please provide the Certificate of Indemnification mentioned on page 37. |
| A6. | Please see Attachment A in the RFP. |
| Q7. | Please provide the Certificate Regarding Cost mentioned on page 38. |
| A7. | Please see Attachment A in the RFP. |
| Q8. | Please confirm that inserting rows, as needed, is permissible on the budget forms. |
| A8. | Yes, it is permissible to insert rows, as needed, on the budget forms. |
| Q9. | Please advise where other programmatic costs should be listed on the proposed budget – WIOA Title I services. |
| A9. | Program Management is the costs associated with the corporate overhead cost in administering the contract(s). These costs would typically include the cost of required insurances, audit, a portion of space rental, communications needs, utilities, accounting functions and other necessary administrative costs. The proposed cost should be documented and explained in the budget narrative. |
| Q10. | To best ensure compliance with the identified page limits, please confirm narrative questions/prompts may be abbreviated or smaller than 12 point font, as long as legible. |
| A10. | A 12 point font must be used in creating your response. |