

RFP QUESTIONS:

- General
 - What is the timeline for producing the items in activities 1 and 2?
- RFP Sections
 - The Past Record of Performance and Description of Work Previously Done sections are listed as separate sections on page 21 of the RFP but listed together on page 24. If they are supposed to be separate sections, can you explain the difference between the two?
 - Same question for Proximity/Familiarity and Experience and Evidence of Understanding of Scope of Work sections. **The past record of performance would be selecting the right portfolio of projects that demonstrate the relevancy of the projects, tie the work on those projects to the work you are submitting a proposal for, make sure you are using metrics and proof points. Description of work previously done would be detailed description of the work previously done.**
- RFP Submission
 - Where in the proposal should the financial stability and reference pages go? **Please see the format section of the RFP pages 20-21. References need to be sent directly to me via email and the deadline is today at 3:00 pm.**
 - For smaller companies without audited financials, what additional information besides unaudited financial statements should we provide? **Financial Statements would be sufficient.**
- Cost Proposal
 - Can the Department provide more guidance on the cost proposal in Appendix B, given that the scope of work does not specify the number of resources to be created or the timeline for doing so?
 - Is each bulleted item in Activity 1 and 2 supposed to be a line item in the cost proposal or do we summarize that hours for each activity into categories of work such as
 - Consultation with PED on implementation resources: 50 hours
 - Development of resources: 100 hours
 - Project management: 50 hours
 - Can any guidance be provided on the number of resources expected to be created within this project?
 - What type of information should be included in the “type” column?
 - Should the proposer assume costs for graphic design and branding of resources, or will PED’s communication team be responsible for their design?
- Evaluation
 - How do the points awarded for the reference questionnaires factor into the overall points for the proposal evaluation process? **References are either provided or not (Yes/No) – they are not factored into the overall points.**