



Questions

RFP #ELCMDM2009-007 Program Quality Services

1. Page 17 of the Program Quality Services RFP specifies "within a maximum of 10 pages per section ..." Is the Work Plan included in the 10 pages or is it an attachment as indicated in page 23?

Answer: Yes, the Work Plan is included in the 10 pages narrative.

2. Is the Budget and Budget Narrative included in the 10 pages?

Answer: Yes, it is included in the 10 pages.

3. Are we allowed to write in for collaborations with subcontractors in the Program Quality Services proposal? What is the ELC's definition of subcontractors? If not, can a subcontractor be identified as a consultant?

Answer: Yes, collaboration with subcontractors are allowed.

4. Should the required statements and certifications be included at the beginning of the application or at the end in an appendix? If at the beginning, should we number them starting with small roman numerals? If at the end, can we number them using letters?

Answer: Yes, it can be included at the beginning or at the end.

5. On page 25 Section 6.4 of the Proposal Document you state, "The ELC Request for Proposal Acknowledgement Form (Exhibit 12) must be signed and returned to the contact person listed in Section 2.1. However, Exhibit 12 is the Financial and Compliance Audit requirements which has no place for signature. The "Request for Proposal acknowledgment Form is Exhibit 4. Is this supposed to be page 1 as it states on page 25. In contradiction to this page 25, Section 6.2 paragraph 3, you state "The Application Cover Sheet as page 1". Please clarify what should be numbered page 1.

Answer: No, the Application Cover Sheet should be numbered page # 1. Exhibit 4, Acknowledgment Form should be signed and returned to the person listed in Section 2.1, no Exhibit 12.

6. The Application Cover sheet in Appendix A is really two pages? If we count those as pages 1 and 2, does that mean we are limited to 8 pages of narrative? If we count the Request for proposal acknowledgement form as page 3, does that mean we are limited to 7 pages of narrative?

Answer: No, the Application Cover Sheet and Appendix A does not count for the 10 pages of Narrative.

7. Must be count the Table of Contents (required) as one of our 10 pages?

Answer: No.

8. May we add an appendix for additional documents such as Letter's of Support and staff resumes?

Answer: Yes, an appendix can be included.