

QUESTIONS

FINANCIAL ADMIN OF ONGOING BROKER FEES TPA

1. **RFP Pg. 15, Part 4.1** – Does the State require that the Bidder submit a W-9 with its proposal?

Answer: Yes, a W-9 should be submitted with the proposal.

2. **RFP Pg. 24, Part 9.1.2.B** – Under “Bidder’s Capacity to Perform: Responsiveness to Specifications,” the RFP requires that services must be fully developed, planned and scheduled to commence operations by the go-live date of October 1, 2013. Can the State please clarify this requirement in light of the estimated project start date of November 8, 2013 (as indicated on RFP page 6)?

Answer: The start date should be changed to January 1, 2014

3. **General** - What is the estimated budget allocated for this project?

Answer: The State does not release this information.

4. **RFP Pg. 21, Part 7.4.1 and 7.5** – Section 7.4.1 requests bidders to provide, “details of corporate experience relevant to the proposed project,” and Section 7.5 requests bidders to, “describe the experience of their firm in completing similar projects.” Please clarify what type of information the State is requesting in each of these two different sections of a bidder’s proposal. Please clarify how these two sections differ.

Answer: These two sections are essentially requesting the same information. List the other recent projects or current activities performed by the firm that are similar in nature to the requested service.

5. **RFP Pg. 21, Part 7.6.1** – Section 7.4.1 requests bidders to provide audited financial statements for the last three years. As a publicly traded corporation, our financial statements are approximately 100 pages for each year. Our financial statements and all SEC filings are posted on the investor tab of our website. Would the State consider accepting a link to these on-line documents in lieu of paper copies? Alternatively, would the state consider one paper copy in the unbound original version of our submittal and a copy on disc?

Answer: The State will accept a link in lieu of paper copies.

6. **RFP Pg. 22, Part 7.7 and pg. 23 Part 7.9 and 7.10** – Section 7.7 requires the submittal of the Self-Reporting Form and the Subcontractor Reporting Form. RFP Part 7.9 requires the submittal of the Self-Reporting Form and RFP Part 7.10 requires the submittal of the

Subcontractor Reporting Form. Is it acceptable for bidders to submit the forms in response to Part 7.7 only?

Answer: No the bidder should respond to 7.7, 7.8, 7.9, and 7.10.

7. **RFP Pg. 44, RATE SHEET** – Is the Rate Sheet included on page 44 part of Attachment G: Purchase Terms and Conditions? Are bidders required to sign and submit the Rate Sheet with their proposal? If so, does the State have a preferred location for that form within the bidder’s proposal?

Answer: Yes it is required, but there is no preference of the location.

8. **RFP Pg. 46, Summary of Funds** – Are bidders required to complete and submit the Summary of Funds with their proposal? If so, does the State have a preferred location for that form within the bidder’s proposal?

Answer: Yes it is required, but there is no preference of the location.

9. **RFP Pg. 46, Summary of Funds** – If bidders are required to complete and submit the Summary of Funds with their proposal, please indicate the “Contract / grant total award” for this solicitation.

Answer: This refers to the total amount of money received or awarded under the Contract or Grant.
