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**BIDDER QUESTIONS & DVHA RESPONSES**

1. **Question:** Regarding Chapter 3, items 1.2.1.4 and 1.2.1.8, what kinds of decisions is DHVA seeking from the general public and stakeholders under this project?

**Answer:** We anticipate receiving general recommendations into the VHCIP's activities that will be discussed by the VHCIP's work groups, Steering Committee and Core Team. Please see the VHCIP's Operational Plan available on the VHCIP website for the governance and decision-making process.

2. **Question:** Is the vendor responsible for the cost of preparing material and distributing communication material under their budget?

**Answer:** The vendor is responsible for preparing material for either print or electronic communication, but will not be responsible for the cost of printing materials or postage if hard-copy distribution is chosen.

3. **Question:** Is media placement (airtime, print space, etc.) or media consulting part of this contract?

**Answer:** No.

4. **Question:** Is production of the marketing materials part of this contract?

**Answer:** No, just development.

5. **Question:** Are web services, programming or consulting part of this contract?

**Answer:** Web services, programming or consulting are not part of this contract. Development of web content is.

6. **Question:** Should bidders submit a detailed proposal to specifically address outreach for targeted populations, message penetration and stakeholder understanding? Or should proposals include a general/comprehensive approach?

**Answer:** We do not specifically need information in the proposal about how the vendor will test message penetration. Vendors should provide as much detail as they feel necessary to explain their outreach plan.

7. **Question:** If vendors already contract with the State do they need to submit their certificates of insurance again in this proposal?

**Answer:** Yes, please submit all documents with the proposal so the review team can refer to them easily.

8. **Please not the following general information discussed during the bidders conference:**

- Vendors should note any exceptions to State’s standard attachments and templates up front.
- For bid submissions please include one (1) original color document and nine (9) copies in black and white (please be sure the color translates into an easily readable format).
- Please include an electronic version on a CD or USB flash drive.
- If anything in your proposal is deemed proprietary please submit a redacted version so we may share outside the bid review team if we receive FOIA request.