

## Questions & Answers related to RFP HR17-101

5/17/17

Q: Regarding Q&A #13 (posted 5/4/2017), are offerors able to submit a PDF copy of their proposals via email IN PLACE OF sending 1 original hard copy, 3 duplicate hard copies, and 1 CD to the Town?

A: *You are in compliance if submitting via email with signature, but the Town appreciates two additional copies that can be mailed or hand delivered.*

Q: On page 14 of the RFP Item b. supporting evidence of SCC and DPOR registration is requested.

- 1 Do you want these for the prime offeror (business) only?
- 2 All businesses associated with the proposal?
- 3 All business and individuals associated with the proposal?
- 4 Whatever the answers above, do these copies count towards our page count?

Would a table showing the information be acceptable in lieu of copies?

A: *The Town requires that the prime offeror, as the business entity proposing, must be compliant with requirements stated on page 14 and Attachment 1, to be considered. We recommend that your significant sub consultants (broadly defined as providing more than 15 percent of the work share) also provide this information, **however this will not be required at this stage but will be required should your firm be selected for oral presentations.** If your firm is selected to enter negotiations with the Town, then all sub consultants, regardless of their work share, must provide evidence that they have appropriate commercial professional registrations and licenses.*

*The pages will not count towards page count.*

*A table is acceptable for sub consultant and individual information.*