

Responses to Questions Received Regarding SCOWB RFP

Q1.	Page 28 and 47 indicates that the signature page must be completed, signed, and notarized. Please confirm the signature page is Attachment A. If not, please clarify or provide.
A1.	Yes, the signature page referenced on pages 28 and 47 is Attachment A—Certificate Regarding RFP Content.
Q2.	Please confirm that tables, charts, and graphics may smaller than 12 point font, so long as legible.
A2.	Tables, charts, and graphics may be smaller than 12 point font as long as it's legible.
Q3.	Please confirm the required documentation such as job descriptions and resumes are considered attachments and therefore do not count against page limits.
A3.	A brief overview of job duties and qualifications for staff is all that is needed. Resumes and formal job descriptions are not required.
Q4.	Page 28 describes one original and six copies for a total of seven “response packages.” Please confirm that as long as the original and its copies are clearly labels, each physical copy is not required to be individually packaged.
A4.	No, each physical copy is not required to be individually packaged.
Q5.	Please provide the Certificate Regarding Compliance with Federal Laws mentioned on page 37.
A5.	Please see Attachment A in the RFP.
Q6.	Please provide the Certificate of Indemnification mentioned on page 37.
A6.	Please see Attachment A in the RFP.
Q7.	Please provide the Certificate Regarding Cost mentioned on page 38.
A7.	Please see Attachment A in the RFP.
Q8.	Please confirm that inserting rows, as needed, is permissible on the budget forms.
A8.	Yes, it is permissible to insert rows, as needed, on the budget forms.
Q9.	Please advise where other programmatic costs should be listed on the proposed budget – WIOA Title I services.
A9.	Program Management is the costs associated with the corporate overhead cost in administering the contract(s). These costs would typically include the cost of required insurances, audit, a portion of space rental, communications needs, utilities, accounting functions and other necessary administrative costs. The proposed cost should be documented and explained in the budget narrative.
Q10.	To best ensure compliance with the identified page limits, please confirm narrative questions/prompts may be abbreviated or smaller than 12 point font, as long as legible.
A10.	A 12 point font must be used in creating your response.