

QUESTIONS AND RESPONSES

REQUEST FOR PROPOSALS NO. 026-MM10 – PROGRAM EVALUATION CONSULTANT SERVICES

QUESTION: On page 3 within Section III. Instructions for Submission of Proposals, E.requests “Proposer shall provide a list of clients, including contact person, telephone numbers, mailing address and e-mail address, who have used the proposer’s research or program evaluation services within the last five (5) years, Attachment B”. On Attachment B, it states “Please list below 3 of your most recent references and indicate the type of service provided for each client. References will be verified.” Do we provide all clients within the last five years or only 3 of our most recent? Please clarify.

RESPONSE: At least three of those within the past 5 years.

QUESTION: Will you be using any Federal monies to fund work under this contract?

RESPONSE: No.

QUESTION: If federal funds are being used to support this contract, could you please tell me if ARRA funds are being used?

RESPONSE: No federal funds will be used.

QUESTION: Will we need to re-submit a proposal to remain qualified to provide such services?

RESPONSE: Yes.

QUESTION: The proposal format we submit to you for this RFP. In the instructions there does not appear to be a 'required' format to which to write our response. Is it correct to assume that as long as we cover the ALL required information, and tab each section (i.e.; Resumes, Technical Skills, etc.) that our submission will be accepted?

RESPONSE: Yes.

QUESTION: Page 2, regarding verification of graduate degree(s). Are original official transcripts required or would copies be acceptable?

RESPONSE: Copies are acceptable

QUESTION: If an evaluator is selected to evaluate a 21st Century Program will the evaluator be automatically extended and therefore not have to re-apply to be in the pool since they would be a provider. Or would the evaluator have to re-apply even if they were selected to conduct 21st Century multi-year evaluations?

RESPONSE: The evaluator will have to re-apply in order to be eligible for any new business.