

# 401K Third Party Plan Administrator Services RFP 2023-2024-0002 Frequently Asked Questions (FAQs)

- 1. Proposal due date is 9:00 a.m., April 30, 2024. If I experience an e-mail server problem that makes my proposal late, will this be excused?**

No. Plan to submit your proposal well enough in advance to allow for possible technical difficulties that may delay your submission. Keep in mind that the proposal template conducts error checks to make sure all required sections have been completed and will not allow you to submit an incomplete application. Allow sufficient time to respond to any errors the system finds.

- 2. If I did not submit a Notice of Intent (NOI), may I submit a proposal for my company?**

Yes. ELC uses the NOI forms to identify potential proposers and communicate any updates or changes in the RFP.

- 3. If I have any questions about the RFP, can I call the Sole Point of Contact?**

No. All inquiries must be directed in writing via e-mail to the contact noted below in the **RFP Section VIII. B (page 4)**. ***Any person, entity, or other organization that violates this provision may be disqualified from this RFP.***

- 4. Are there any forms in the RFP that require signatures?**

Yes. The RFP application will require signature in sections **RFP Section VI. A.1. (page 3)**. In addition, all proposals must be signed 'electronically' by using your mouse or pen for your signature and you must also include your name, title, and date submitted.

- 5. Is it possible for you to send the list of the questions and requirements that are being asked in the jotform (perhaps in a separate word document). That might make it easier for prospective vendors that want to draft content outside of the jot form (and then later enter the data when completely drafted).**

Yes. The proposal outline may be downloaded on ELC's procurement webpage at [Procurement – Early Learning Coalition of the Big Bend \(elcbigbend.org\)](https://www.elcbigbend.org/Procurement-Early-Learning-Coalition-of-the-Big-Bend)

Note: The proposal template tool allows users to copy text into the framed boxes that allow formatting. However, it does not allow cut/pasting into any short text elements (such as names, addresses, short responses, etc).

- 6. What information should Proposers include in their presentations?**

The Sole Point of Contact will send presentation instructions and scheduled times to all Proposers that submit timely proposals that meet all required technical formatting specifications outlined in **Appendix B (Required Proposal Outline)**.

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**7. Will my proposal be disqualified if I exceed any section limits?**

The electronic template enforces the character or word limits shown next to most sections that include written narrative responses. It is not possible to exceed stated limits.

**8. Can the proposal include different Fixed Monthly Rates and hourly rates for each contract term to account for cost-of-living increases?**

No. The fixed monthly rate and hourly rates must be constant throughout all terms in the contract period.