

Information Technology Network Administration and Technical Support Services (RFP) #2021.2022-0001

FAQ

- 1. Proposal due date (E-mail PDFs to ELC) 05/02/22 6:00 p.m.— 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.
- 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 in Section VIII. 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?**
No. The General Instructions to Respondents (Section V) includes standard wording included in all RFPs. All required forms will be included the contract with the approved proposer.
- 5. 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 C (Required Proposal Outline).
- 6. Can Proposals include photos or different fonts in the one-page experience summaries included in Appendix F?**
No. All proposal content must adhere to the technical formatting specifications outlined on the first page of the Appendix C: Required Proposal Outline.
- 7. Will my proposal be disqualified if I exceed any page limits?**
No. ELC will remove any pages that exceed the page limits for each section. Reviewers will only evaluate the content that falls within the specified page limits. Therefore, proposers should adhere to all page limits so reviewers will have the opportunity to review each section of their proposals in its entirety.
- 8. My company does not have any published reports about its performance. What do you mean by “performance citations” in Section VII of the RFP?**
The performance citation speaks to proposers ability to demonstrate successful delivery of tasks and deliverables associated with specific projects.
- 9. Can the proposal include different Fixed Monthly Rates (FMR) for each contract term to account for cost-of-living increases?**
No. The calculated FMR will apply to the initial two-year term and any subsequent contract renewals.
- 10. What kind of services should the proposal include in Appendix D, Table C?**
Proposers may include any services not already under contract. This table is optional.