APPENDIX 20

Q&A DOCUMENT (SAMPLE)

Title of Solicitation

Solicitation Number

Official Responses to Questions from Potential Respondents

[Date posted/issued]

1. Is this a follow-on contract? Is there an incumbent company providing these services? If so, could you tell us their name?
   Response: An incumbent company is not currently providing the requested services.

2. I was wondering if a pre-bid meeting has been arranged for this opportunity? If so, could you give me some details on it, so we could try and attend
   Response: A pre-proposal conference will not be held for this RFP. Refer to the Anticipated Schedule of Events on page 1 of the RFP.

3. The numbering of requirements on page 25 goes from D.4.5.3 to D.4.5.5 Is it the State’s intent to skip D.4.5.4, or is there a requirement missing?
   Response: There was a formatting error on page 25 of the RFP; no requirements are missing.

4. What is the name of the current vendor?
   Response: Refer to the response to Question No. 1.

5. Is there a page limit for the vendor’s offer?
   Response: No; there is not a designated maximum page limit for a proposal submitted in response to this RFP. However, Section III, Part 3.1 (Introduction) of the RFP states that conciseness and clarity of content in proposals are required; vague and general proposals may be considered non-responsive and may result in disqualification.

6. My company, [Company Name], is a Montana HUB certified vendor Do I have to submit the HSP?
   Response: Yes.

7. Will the State consider an extension of the due date to provide greater participation by more vendors?
   Response: Refer to Addendum No. 1.