



NOTICE TO OFFEROR

Questions & Answers

RFP # 25-S863

Competitive Solicitation by Region 14 Education Service Center

for

Risk/Insurance Management Solutions

See Question & Answer Acknowledgement included on the last page. Offerors should include this acknowledgement as part of their response to this Risk/Insurance Management Solutions RFP.

The Answers to Questions received are issued as follows:

1. Are Appendix B, Exhibits F and G required with submission or prior to contract award? If required with submission, should they be included in Section 3 "Ability to Perform" or Section 6 "Required Forms"?

Answer: Yes, include Appendix B, Exhibits F and G as part of your proposal response. The Respondent shall decide the location for the information and include it as part of the response.

2. In what Section should Past Performance be included?

Answer: The Respondent shall decide the location for the information and include it as part of the response.

3. Please clarify how pricing should be submitted. Based on a rate card or an estimate for each of the defined tasks? How should pricing be incorporated for Other Value Services?

Answer: Refer to RFP document V. Evaluation, A. Availability of Products and Pricing. The Respondent will decide what is the best approach for a price model. Ideally, price structure(s) are easily auditable.

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4. The RFP requests the identification of key employees responsible for the following areas: Executive Support, Marketing, Sales, Sales Support, Financial Reporting, Accounts Payable, and Contracts. Could you please clarify whether it is permissible for a single individual to cover multiple areas of responsibility if they possess the necessary qualifications and expertise? Alternatively, does the RFP require a one-to-one mapping of individuals to each specific area?

Answer: Refer to V. Evaluation B. Ability to Perform and C. References and Experience. The Respondent will decide how they wish to provide information. Respondent shall comply with the instruction of the RFP and provide information that clearly explains the information requested.

Respondent shall acknowledge this Question & Answer document by signing below and include in their proposal response.

Company Name _____

Contact Person _____

Signature _____

Date _____