



RFP 16-846Q CMS Questions & Answers

January 18, 2017

- Q1 Can companies from Outside USA apply for this (i.e., India or Canada)?
- A1. Currently the District does very limited business with any firms outside the United States; however, there are no known restrictions to firms competing for this requirement.**
- Q2. Whether we need to come over there for meetings?
- A2. The District is willing to look at alternate meeting methods, however, reserves the right to require on-site meetings as required, and bi-annual meetings at minimal.**
- Q3. Can we perform the tasks (related to RFP) outside USA i.e., from India or Canada?
- A3. District personnel is expect to be actively involved in the day-to-day operations of this marketing engagement. Therefore, evaluation criteria are included to assess anything in the responses that might impact this requirement.**
- Q4. Can proposals be submitted via email?
- A4. No, All proposals must be submitted through the Bonfire software system. Please contact Bonfire if there is an issue with access to this system.**
- Q5. Can prospective respondents receive the solicitation via email?
- A5 All potential respondents must access the official RFP solicitation and subsequent addenda via the DPS website at <http://www.dps.k12.oh.us/our-community/bid-info.html>. It is the duty of potential bidders to regularly check this site for any updates to this solicitation; i.e. addenda, Questions/answers, etc.**

- Q6. This appears to be a replacement RFQ to the August 14, 2016 RFP #16-846 version. Is that correct?
- A6 This requirement was previously solicited as Request for Proposal #16-846.**
- Q7 If RFP #16-846 was not awarded, what were the reason(s)?
- A7 It was determined that a Request for Qualifications was best suited for this solicitation, thus the District could determine qualified firms, and award to one or more firms based on needs of the business.**
- Q8 Is there a budget expectation by DPSD that this program will cost?
- A8 The current budget is estimated at \$250,000-\$300,000, annually.**
- Q9. Is there a maximum amount (not to exceed) that the DPSD has for this contract that will fit within the existing funding that will allow the contract to be awarded?
- A9. Currently the not to exceed amount would be \$300K annually.**
- Q10. Section 3.1 - Are you requesting that we provide an example of how we could improve your current website as a part of this proposal? Or is this something you would be asking of the company that's awarded with the contract?
- A10. Attachments I-IX defines the required documents for this solicitation. Please see page 35 of the Request for Qualification for a list of required documents. Section 3.0-3.17 defines the anticipated work scope for any firm(s) contracted as a result of this RFQ, and requires no specific responses. However, firms wishing to provide any "additional and/or supporting data" may do so as long as it is marked as such in the response.**
- Q11. Section 3.6 - Are you asking for a social media strategy as part of our proposal or is this something you will be asking of the company that's awarded with the contract?
- A11. Attachments I-IX defines the required documents for this solicitation. Please see page 35 of the Request for Qualification for a list of required documents. Section 3.0-3.17 defines the anticipated work scope for any firm(s) contracted as a result of this RFQ, and requires no specific responses. However, firms wishing to provide any "additional and/or supporting data" may do so as long as it is marked as such in the response.**

Q12. Section 3.9 thru 3.17 - Again, are you asking for examples of these items to be included in our proposal (Data gathering and analysis methodologies/produce one or more documents and reports as deliverables/implementation plan in 3.15/examples of how we would respond to 3.17, etc.) or will these be developed by the company after the contract is awarded?

A12. **Attachments I-IX defines the required documents for this solicitation. Please see page 35 of the Request for Qualification for a list of required documents. Section 3.0-3.17 defines the anticipated work scope for any firm(s) contracted as a result of this RFQ, and requires no specific responses. However, firms wishing to provide any “additional and/or supporting data” may do so as long as it is marked as such in the response.**

Q13. Do you need copies of our certificates of insurance included in the proposal?

A13. **No, however, copies of insurance certificates must be received by time of contract?**

Q14. We had provided copies of the Non-collusion form and the Delinquent Property Taxes form as a part of our proposal in late August. Would you like updated forms for both of these?

A14. **Yes, all required forms must be current.**