

## Questions and Answers

This document includes answers to all questions posed to RPRA from the date the RFP was posted on Feb 1, 2019 to the question deadline of Feb 8, 2019.

In some cases, vendor questions were revised to avoid duplication.

1	<p><b>Question:</b> The submission requirements ask for "Professional and technical services that will be called upon to assist in the project" Please clarify what sort of services this question is referring to. (RFP section 6.3 - Qualification &amp; experience content)</p> <p><b>Answer:</b> "Professional and technical services" refers to any third-party resources that may be used (hired or sub-contracted) to assist with the completion of the work to deliver against this RFP.</p>
2	<p><b>Question:</b> Please confirm if the expectation is to provide contact information for references, or are case studies sufficient? Does RPRA have a minimum number of references it is expecting to receive? (RFP section 6.3 - Qualification &amp; experience content)</p> <p><b>Answer:</b> The expectation is that vendors provide full contact information (i.e. name, phone number, email address, title) as part of the RFP response to allow RPRA to perform reference calls as required. If the vendor wishes to provide an associated case study in addition to the contact information, they may do so. The RFP should include three references at a minimum.</p>
3	<p><b>Question:</b> Please confirm if the completed Communications Management Requirements spreadsheet is expected to be returned in Excel or PDF format. (RFP section 5.1 - General instructions)</p> <p><b>Answer:</b> The completed Communications Management Requirements spreadsheet should be returned in Excel Format.</p>