

## QUESTIONS FROM ENTITY #2

1. Is it ok to submit a budget that includes a team approach? The price schedule has room for only one hourly rate. Would that be a blended rate if we did put forward a team of two or more people with different hourly rates, or could we expand that table so it has a second row showing multiple staff members?
  - It is ok to submit a budget that includes a team approach and expand the table.
2. Are you just asking for a total cost (completed quotation price schedule), the 7 blanks in the bidder's qualification form, and the 3 references? Is there an expectation that applicants will submit a letter of interest or proposed approach or any other written materials and descriptions of their work? Are we allowed to submit such additional materials? If so, are there page limits? May we submit staff CVs?
  - Yes, we are asking for a total cost, the 7 blanks in the bidder's qualification form, and the 3 references. There is an expectation that applicants will submit a letter of interest or proposed approach. It is okay to submit additional materials with no page limitation, and applicants may submit CVs
3. Are you able to share a budget ceiling to give applicants a more precise sense of the scale of the effort anticipated?
  - This is a grant funded project and the maximum amount of available funding is \$20,000.
4. Do you know would be overseeing the contractor's work? A planning team or single entity?
  - One planning team will be overseeing the contractor's work.
5. Is this a fixed price contract with milestone billing or a time and materials contract?
  - This is a fixed price contract with milestone billing.