

24-SFY-07 IV-D Service of Process Services RFP

Q&A

Q1: The RFP asks vendor to provide a methodology for the unit rate. Is it sufficient to just put in the unit rate in the box provided in the response sheet.

A1: No. Your unit rate can go in the box in the response sheet, but additional information on how that unit rate was chosen needs to be provided. Please provide the cost of items included in the unit cost, i.e. liability insurance, auto insurance, and mileage.

Q2: If vendor does not currently meet the County's insurance requirement, can we ask for a waiver?

A2: Complete the "Certification of Compliance with County Insurance Requirements" form listing the insurance the vendor currently holds. A waiver for insurance is not guaranteed.

Q3: What if the vendor is not required to have Worker's Compensation because of their size?

A3: Provide that information on the "Certification of Compliance with County Insurance Requirements" form. If awarded, then Department can assist with getting a letter of exemption completed.

Q4: The Active RFP Notices section of the Department website says "1 Bid" next to where the RFP is listed. Does this mean the Department has already received 1 bid for this RFP?

A4: No, this stipulates that there is 1 RFP currently open with the Department.