

**Intelligent System Services/Specialty Services for providing a web based Accountability System for Managing Travel Reliability (ASMTR) REQ #723 QA1**

**10/5/2011**

Q1. The first page of the RFP asks to provide Location information. We will have some components that are phone coaching. The calls will be with MDOT leaders in Michigan and a consultant that is not located in Michigan. How would you like this designated for location?

**A1. List the location for which the majority of the business will be conducted. If it is not in Michigan, it shall be considered out of state.**

Q2. We are required to submit 4 copies of the proposal to you and 1 copy to Contract Services Division – Does each copy need an original, notarized copy of the Consultant Data Sheet (5100J)?

**A2. No.**

Q3. On the Consultant Data Sheet, what is expected to go in the blank after “The undersigned affirms that all information provided is true and correct and includes information necessary to identify and explain the operations of

\_\_\_\_\_”?

**A3. The name of your company or firm is expected to be entered in the blank.**

Q4. Where are expenses for travel, meals, lodging, and shipping to be included on the bid sheet? Does it have to be submitted if all costs are included on the Consultant Bid Sheet – Milestone form?

**A4. Expenses for travel, meals, lodging, and shipping should be listed under direct expenses. The sample cost derivation sheet in the RFP is just an example of how you can show reasonableness with how your bid was derived. Priced Proposal Costs will be required by the consultant after selection, in accordance with the Priced Proposal Guidelines. Please refer to Priced Proposal Guidelines for direction in filling out Cost Derivation Sheet if you are selected.**

**The bid sheet has been revised so that the deliverables match the payment schedule.**