

**Specialty Services for the Office of Operations of Administrative Services business needs
analysis and assessment
QA3 Requisition 776
12//2011**

Q: Is there a contract that goes with the RFP that has the terms and conditions? Or, is this how the RFPs go out?

A: A contract does not accompany the RFP, the contract is written up after the selection has been approved.

Q: There is a discrepancy for the number of "Proposal Submittal" between form MDOT 5100H and the "proposal Submittals and Requirements" section of the "Scope of Services". The first states 3 copies to PM and one copy to Contracts Services. However, page 7 of the Scope of Services says "Consultants are required to submit at least five copies".

A: Please submit three copies to the project manager and one copy to Contract Services.

Q: Will a package confirmation receipt be mailed to the vendors?

A: No, not unless the packages are sent via certified mail. Hand deliveries are acceptable.