

**RFP- Financial and Swap Advisory Services**  
**Questions- Due 12/5/18, Noon time**  
**Answers- Due 12/10/18, Noon Time**

In Section IX. Proposal Instructions and Conditions, B. Proposal Submission, it states:

1. Responses shall be limited to ten (10) single-sided pages (not including the table of contents, resumes or the cost portion of the proposal which may be included in the same shipping package as the technical proposal but should be in a separate envelope).

However, the page limitations in Section VII. Proposal Requirements are stated as 6 pages for General Information and 10 pages for Technical Questions for an aggregate of 16 pages.

Is the total proposal limited to 10 pages in total or should we follow the page limit guidelines for each specific section (i.e. General Information (6 pages) – Financial Advisor and Swap Advisor, Technical Questions (10 Page Limit) – Financial Advisor), which may be greater than 10 pages in aggregate?

**Answer: 16 pages will be accepted.**

- 2- Part VII details the page limits for each section of the proposal response; however, Part IX B indicates that responses shall be limited to ten (10) single-sided pages. Since the individual section limits total more than 10 pages, can you please clarify which limit should be used?

**Answer: see answer to #1 above.**

1. May the form of a qualified hedge opinion (Question D. 4.) be included as an appendix, outside of the page limit?

**Answer: yes**

2. Is the inclusion of additional, supplemental materials in an appendix (such as example work products) permitted?

**Answer: Supplemental materials such as example work products may not exceed 10 pages in the appendix**

3. Should the flash drive contain both the technical proposal as well as the fee information?

**Answer: yes.**

4. Page 5 of the RFP states that five (5) hard copies of the proposal should be submitted, and page 17 of the RFP states that two copies of the Cost Proposal should be submitted in a separate sealed envelope. Should the 5 hard copies contain the technical portion of the response only?

**Answer: yes, the 5 hard copies of the proposal should only contain the technical portion. Two hard copies of the cost proposal should be submitted in separate envelope.**

5. Page 20 of the RFP states that joint proposals will not be accepted, but that subcontracting is permitted for MWBE inclusion. Given this, is it possible for the same MWBE firm to be part of multiple submissions, i.e. one response where the MWBE firm is the lead contractor and

subcontracts out a portion of the services, and another response where the MWBE acts only as a subcontractor for part of the services?

**Answer: It is acceptable for the same MWBE firm to be submit one proposal as the prime contractor and also serve as the MWBE Subcontractor firm proposed by another prime.**

**Please also note that the RFP has been amended to include an SDVOB goal of 6%.**