**Q&A DOCUMENT (*SAMPLE*)**

Title of Solicitation

Solicitation Number

Official Responses to Questions from Potential Respondents

[Date posted/issued]

1. Is this a follow-on contract? Is there an incumbent company providing these services? If so, could you tell us their name?

**Response**: An incumbent company is not currently providing the requested services.

1. I was wondering if a pre-bid meeting has been arranged for this opportunity? If so, could you give me some details on it, so we could try and attend.

**Response**: A pre-proposal conference will not be held for this RFP. Refer to the Anticipated Schedule of Events on page 1 of the RFP.

1. The numbering of requirements on page 25 goes from D.4.5.3 to D.4.5.5 Is it the State’s intent to skip D 4.5.4, or is there a requirement missing?

**Response**: There was a formatting error on page 25 of the RFP; no requirements are missing.

1. What is the name of the current vendor?

**Response**: Refer to the response to Question No. 1.

1. Is there a page limit for the vendor’s offer?

**Response**: No; there is not a designated maximum page limit for a proposal submitted in response to this RFP. However, Section III, Part 3 .1 (Introduction) of the RFP states that conciseness and clarity of content in proposals are required; vague and general proposals may be considered non-responsive and may result in disqualification.

1. My company, [Company Name], is a Montana HUB certified vendor Do I have to submit the HSP?

**Response**: Yes.

1. Will the State consider an extension of the due date to provide greater participation by more vendors?

**Response**: Refer to Addendum No. 1.