

Questions and Answers for IT Hardware Requests for Proposals

1.

Q. Is there a page limit for the cover letter?

A. No, only the proposal questionnaire has page limits.

2.

Q. Can we attach our own fee proposal form?

A. Yes. Please write “See attached fee proposal breakdown.” or something similar on Attachment G and include it in your proposal package, and then you may attach a different form that better suits the type of services and pricing in your proposal.

3.

Q. Do proposals need to include our federal employee identification number and corporate identification number?

A. Yes, if you have one.

4.

Q. Can a vendor submit a consolidated proposal for multiple schools?

A. No, each school must receive a separate proposal that is addressed and in the form as described in the RFP. However, if vendors want to provide a tiered pricing structure depending on the number of schools that contract with the vendor (e.g., a price if 1 school uses their services, another price if 2 schools, another price if 3 schools, etc.), that is acceptable. Please note, since the schools are operated by separate entities with separate boards, there is no guarantee that a vendor’s proposal will be selected by multiple schools