

## NAHAC's IT Solutions RFP#00521HAF Questions and Answers

### Section IV – Proposal Submission Requirements –

- This section outlines the contents and order for proposal submission but does not include the scope of work / technical requirements specifically. Should this be included in the Questionnaire Company Background #5? Please confirm where our understanding of the scope of work and capability to meet the technical requirements outlined should be included.

Please see the outline listed below:

1. Cover Letter
2. Scope of Work
3. Appendices
4. Attachments

- Reference Checks – is this informational or is additional reference information required here? We are aware three references have been requested under the Questionnaire Client Relationship section and assume they should be submitted there unless instructed otherwise.

Reference Checks are required as outlined in the Questionnaire Client Relation section.

- Fee Proposal – is there a specific format the state is requesting to receive the Fee proposal?

The fee proposal should be outlined to specifically correspond to the Scope of Work.

### Section VIII – Proposal Evaluation #3 –

- #3: Proposed deliverables. There is no section in the RFP response structure requesting this information. Please confirm what is required and where this should be included in the response.

Any deliverables deemed vital by the vendor should be included in the response.

- #6: Conformance with the Terms of this RFP. Is there any additional requirement to meet this criterion beyond the statements requested in the Cover Letter Submission?

Please refer to the terms outlined in the RFP.

### Appendix A – State Minimum Qualifications:

- requests vendor to initial each requirement certifying they meet the stated requirement. Those requirements are left blank\open for editing. Please confirm the requirements.

Stated vendor/individual has a minimum of 5 years' experience providing IT Solutions

Stated vendor/individual will have certified personnel performing IT Solutions

- What certifications is the state looking for/requiring for the vendor/staff submission?

Please list all certifications vendor deems appropriate in vendor's response.