

**Oregon Raspberry & Blackberry Commission RFP
Answers to Questions / Requests for Clarification
Posted 3/11/2020**

QUESTION

When preparing a proposal, should I repeat the Evaluation Item text or just use the number?

ANSWER

To assist the evaluators, include the number and the text of the Evaluation Item. Looking at page 11 of the RFP and referring to 3.5.2.1 Evaluation Item 1 - Office Facility and Equipment as an example, proposers can include this list with their answers:

3.5.2.1 Evaluation Item 1 - Office Facility and Equipment

- I. Location
- II. Office equipment including types of software
- III. Phone and voicemail system
- IV. Internet speed
- V. Electronic storage system and capacity
- VI. Electronic back-up system
- VII. Storage capability for paper records of both a confidential and public nature, and
- VIII. Personnel support structure, if any
- IX. Identify portions of the required administrative services that you may want to subcontract, if any.

Proposers do not need to include the wording "Describe your office facility, equipment and those who will provide administrative services."

QUESTION

My proposal is almost done. The deadline is not until April 2. Do you want it early?

ANSWER

The deadline is April 2, 2020 at 4 p.m. The proposer may decide if they want to mail or have it delivered earlier than that deadline.