

## RFP CMS Support Services

### Q & A

May 4, 2020

1. **Q:** Can you please confirm that the term of the contract is indeed for three years as stated in the preamble of the RFP?

**A:** Please see First Addendum to the RFP posted on the Bar's website.

2. **Q:** The preamble states that we should submit six hard copies of our proposal, which I am happy to do. However, since everyone is working at home will there be someone to forward the copies to the appropriate parties?

**A:** Generally those are the requirements for the proposals. Given the current "Shelter-in Place" situation, an electronic copy of the response via email to [Sunly.Yap@calbar.ca.gov](mailto:Sunly.Yap@calbar.ca.gov) will suffice. We will send a confirmation email to the bidders notifying them of receipt. If bidders do not receive such email, please follow up via email to [Sunly.Yap@calbar.ca.gov](mailto:Sunly.Yap@calbar.ca.gov)

3. **Q:** In section III.B.2, it states that we need to submit an electronic copy of our proposal on a flash drive, which is fine. Should we also submit it to you via email?

**A:** If you are providing an electronic copy of the response via email to [Sunly.Yap@calbar.ca.gov](mailto:Sunly.Yap@calbar.ca.gov) (see answer for question #2), then there is no need to submit an electronic copy on a flash drive as well.

4. **Q:** Attachment B "Vendor History Questionnaire" Includes a Financial Details section, but only has "2016" and "2017" as reporting year options. Is it okay to include 2019 financials instead?

**A:** Yes, please include financials for 2019.