

**CITY OF SANDPOINT**  
**Request for Proposal**  
**RFP No. 20-1920-1**  
**INFORMATION TECHNOLOGY CONTRACT SUPPORT SERVICES**

**QUESTIONS & ANSWERS NO. 6**

DATE: August 21, 2020

PROPOSALS DUE: **Thursday, August 27, 2020, no later than 2:00:00 PM PST**

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1. **QUESTION:**

I have a couple of questions starting with section D. 2. please reference the following.

At least three (3) client references, including name, description of past working relationship, and current contact information shall be listed for each key individual who is proposed in the organization chart. Any applicable professional licenses or certifications shall be designated for each individual. Inclusion of all the items indicated above with a clear representation of each team member's competency and successful past experience with related and/or similar projects/support services, to include **at least three (3) positive client references for each key individual**, will constitute a passing score for this section (4-pages maximum).

Please help me understand if I am reading this correctly. The city would like 3 references for each individual on our team that would come in contact with the cities network? I am asking this because we have a large team that would have various responsibilities in managing the network.

**ANSWER:**

**Yes, the City is requesting three (3) client references for each key individual proposed to be assigned to the Support Services Agreement.**

2. **QUESTION:**

The next question would be around how many copies to deliver and how to deliver. Under the section Information Technology Contract Support Services it says the following.

U.S. Mail or by other delivery method, **three (4)** sets and one (1) thumb drive, pdf copy, of proposal to:

Could you please clarify if it is 3 or 4 sets of the proposal to be delivered?

**ANSWER:**

**The City has issued Addendum #2 to correct this. The requirement is four (4) sets of the proposal and one (1) thumb drive, pdf copy.**

3. **QUESTION:**

Also is it possible to hand deliver on Thursday the 27th and if so could you clarify if the address would be 1123 Lake Street in Sandpoint.

**ANSWER:**

Respondents may hand deliver or send by other delivery methods by the RFP deadline. Proposals must be received by the RFP deadline of 2:00:00 PM Pacific Time on August 27, 2020. The address for *any* delivery method is as stated in the RFP:

City of Sandpoint  
Attn: City Clerk  
1123 Lake Street  
Sandpoint, Idaho 83864

- **END OF QUESTIONS & ANSWERS** -