**Electronic Benefits Transfer System and Support**

**OTHS/EBT-14-001-S**

**EBT RFP Questions and Answers Series 2**

6) **There are several manuals to be provided as deliverables, specified in the subsections of 3.6.2. When are these manuals due to the State?**

The timeline for submission of all manuals, specified in Section 3.6.2, to the State is listed in Attachment X, Deliverable Chart.

7) **There are several sections that address POS Installation and Maintenance. The recently enacted Farm Bill now puts the onus on the retailers to procure their own POS equipment as FNS has removed the “cost neutral” obligation of contractors to provide “free” equipment. Will the State amend the RFP to reflect changes in POS equipment and manual vouchers as addressed in the Farm Bill?**

Once clarification is received from the USDA, the RFP may be amended or clarified as needed.

8) **When is the EBT System Security Plan due to the State?**

The timeline for the submission of the System Security Plan to the State is listed in Attachment X, Deliverable Chart.

9) **Attachment A states: Offeror shall submit two unbound paper copies of the pricing information. However, the submittal instruction in the RFP requires 1 original and 5 copies of each of the volumes as well as a CD with both volumes. How many copies of the Pricing volume are required and do any of them need to be unbound?**

See Amendment #1

10) **There is no end date for the submission of questions. Will one be provided?**

There is no end date for Offerors to submit of questions. The Procurement Officer will make an effort to answer all substantive questions prior to the Proposal due date. However,

Offerors are encouraged to submit questions as soon as possible to ensure a timely and complete response.

11) **Attachment P, Bid Bond (Section 2.40.2); Attachment CC, Mercury Affidavit (Section 2.50); and Attachments FF-HH (Section 2.49.2) appear to need to be completed. Should these also be included in the “Forms” section of our response? If not, would the State please instruct bidders on where to include these documents?**

Section 4.2N of the RFP list all the forms that should be submitted with the Technical Proposal. All other forms are to be submitted by the recommended awardee.

12) **Does the State want the Innovation Solutions Submittal to be separate from the Technical Submittal or just under its own tab?**

 The Innovation Solutions Submittal is optional and is to be submitted with the Technical Proposal.

13) **The RFP states that all pages should be consecutively numbered. Would the State permit vendors to number consecutively by tabbed section or do vendors need to number consecutively from beginning to end?**

 Offerors have the option to number consecutively throughout or by tab as long as the table of contents gives clear direction as to where items can be found in the Proposal.

14) **We will be submitting some pre-existing documents (e.g., financial reports) that have existing page numbering and some pages may not be numbered. Because these are long and complex documents, may we leave them unaltered? Can signed forms, title pages and any existing documents be excluded from the requirement to number all pages?**

Please see question 13.

15) **The RFP instructs bidders to include, “Audited financial statements (for Offeror only) for the past three years.” Would the State allow bidders to include a link to our financial statements in lieu of printed copies?**

 No.

16) **Will the State assign percentage evaluation values to each of the items listed in the Criteria for Technical Evaluation?**

 No, the technical evaluation criteria used to evaluate Proposals are listed in descending order of importance. Please see section 5.5 of the RFP.

17) **Will the State provide the percentage evaluation break down between the Technical and Financial evaluation criteria? For example: 70% Technical, 30% Price**

There are no percentages or scores used in the evaluation process. See question 16 with respect to the technical evaluation criteria. Technical Proposals will then be ranked from highest to lowest. As per Section 5.6 of the RFP, Financial Proposals will be ranked from the lowest to highest and considered in conjunction with the Technical Proposals for an overall ranking. Technical factors will be given greater weight than price factors to determine the most advantageous offer to the State.