

2011 FINANCIAL ADVISORY SERVICES RFP

Vermont State Treasurer's Office May 3, 2011

QUESTIONS & ANSWERS

1. Section 4.1.1 of the RFP states: "Bidders must submit FIVE (5) copies of proposals as well as one (1) CD-ROM containing the appropriate Microsoft Word 2003, Excel 2003, and Project 2003 files to comprise a full proposal set. DO NOT INCLUDE CONFIDENTIAL OR PROPRIETARY INFORMATION ON THE CD-ROM. In addition, bidders must provide one (1) unbound master copy of the technical proposal and one (1) unbound master copy of the cost proposal, each packaged separately."

Can the CD-ROM version be submitted as a pdf file as opposed to Microsoft Word 2003, Excel 2003, or Project 2003 files?

Answer: Yes. This question was inadvertently not updated in the RFP; Adobe PDF files, or more recent versions of Excel, Word or Project are acceptable.

2. Section 4.3.1, requested item "g" states: "Please provide the most recently completed audited financial statements for your firm."

Our firm is a privately-owned firm with no audited financial statements available for public viewing. Should our firm simply indicate as such in our response?

Answer: To the extent your firm does not maintain audited financial statements, then unaudited statements or other pro-formas should be provided.

3. As I read the RFP, the State is requiring \$5 million of Errors and Omissions insurance. This is far higher than the normal \$1 million coverage required by most of our other clients. Is this requirement negotiable?

Answer: Any consideration for objections, amendments, or negotiations regarding the State's Standard Contract must be submitted with the bidder's proposal.